



**ARCHDIOCESE OF LOS ANGELES
Construction Department**

**Regional Bishop Project Approval
Letter of Request Guide**

All “major” projects (see Major Project Guide) are required to obtain the approval from the Regional Bishop’s Office to proceed with any project. Please note that the letter can only be submitted by the Location’s Pastor. The letter should include the following:

1. Project Scope of Work (See Project Planning Guide)
2. Estimated Cost (See Project Budget and Funding Guide).
3. Total amount of funds available and location (Local or Investment PoolAccounts)
4. Parish Leadership Review and Concurrence
 - Finance Council
 - Parish Staff
 - School Leadership

Letters may be submitted via email at least four to six weeks prior to starting the project. Approvals for emergency work will be expedited.

The Bishop will send an official letter of approval once the information has been reviewed and approved.

The Bishop’s letter is NOT an authorization to proceed with a project. Projects may proceed once contracts are signed in accordance with the above referenced “Major Project Guide.