Building and Safety

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RECORDS RETRIEVAL REQUEST

INSTRUCTIONS:

If the records you are seeking are from 1990 or earlier, DO NOT COMPLETE THIS FORM as any records that exist are available ONLY via the "self-serve" microfiche at the Permit Service Center (2120 Milvia St).

If the records you are seeking are from 1991 or later, DO NOT COMPLETE THIS FORM ***UNTIL*** you first utilize the free online search for property information such as permit history at: http://www.cityofberkeley.info/ppop. NOTE: At this time, maps/plans and notices of violations are not available for viewing online.

(Please Print)

6-Digit Permit #: ____ ____-____ ____ ____ ____ **Property Address:** _____

(6 Digits REQUIRED- use internet link above to obtain permit number)

TYPE OF RECORDS you are seeking (Check all that apply):

❑ Maps/Plans ***(for viewing only)*** ❑ Permit Inspection History

❑ Notices of Violation *(Building and Safety Only)* ❑ Other:_____

PURPOSE OF REQUEST:_____

Preferred Delivery Method ***(with the exception of "Maps/Plans" which require an appointment for viewing)*:**

❑ Email (PDF format) ❑ Fax ❑ Counter Pick up ❑ US MAIL

REQUESTOR INFORMATION: (Please Print)

Today's Date: _____ /_____ /_____

Your relationship to the property? *(i.e. owner, neighbor, potential buyer, agent etc.)*_____

Name: _____
(First) (Last)

Mailing Address: _____

City/State/Zip _____ _____

Telephone: _____-_____-_____Fax: _____-_____-_____

Email: _____@_____

Please complete this form and Scan and Email it as a PDF attachment to: BuildingandSafety@CityofBerkeley.info
OR Send via Fax to: 510.981.7450
You may also Mail or Bring to: 2120 Milvia Street Berkeley, CA 94704

I understand that some property information is available to me free of charge at: http://www.cityofberkeley.info/ppop. At this time, plans and notices of violation are not available for viewing online.

I understand that there is ***no guarantee that records will be located*** and that ***the City is not required to keep all plans, nor copies of originally issued permits***. For example, Section 19850 of the Health and Safety Code exempts a jurisdiction from retaining plans for single family homes that are less than three stories. I will be notified within approximately 10 business days, however during busy periods or staff shortages, I understand delays may occur.

I understand that any sets of plans located will be for viewing only, and if I want copies, copyright laws require written permission from the owner AND designer of record and that I will need to complete a "***Requirement to Obtain Copies of Plans"*** packet-*available by request from Building and Safety staff*), and that fees for copying services from an outside agency will apply. I understand that if I request to view plans, I will be contacted for an appointment to view the records if they are located.

Requestor Signature: X_____**Date:** _____ **/**_____**/**_____

2120 Milvia Street, Berkeley, CA 94704 Tel: 510.981.7440 TDD: 510.981.6903 Fax: 510.981.7450