

# Research Request Form

**DATE:** \_\_\_\_\_ **Q-MATIC TICKET #** \_\_\_\_\_  
 (office use only)

**NAME:** \_\_\_\_\_ **COMPANY NAME:** \_\_\_\_\_

**TELEPHONE #:** \_\_\_\_\_ **FAX # :** \_\_\_\_\_

**REFERRED BY:** \_\_\_\_\_ **PHONE #:** \_\_\_\_\_

**FAXING OPTIONS:** Records Counter, LADBS Fax to one of the numbers below (check one):

(213) 482-6862 Metro Office  
 201 N. Figueroa St., 1<sup>st</sup>. Flr,Rm 110  
 Los Angeles, CA 90012

(818) 374-5013 Van Nuys Office  
 6262 Van Nuys Bl.  
 Van Nuys, CA 91401

**PROPERTY ADDRESS(ES):** Please research the following addresses **(IN PERSON: One Address submitted at a time)**  
**(FAXING: Up to 3 addresses per request)**

\_\_\_\_\_

\_\_\_\_\_

**Use of Existing Building:**

**COMMENTS:** Reason for Records Request:

\_\_\_\_\_

\_\_\_\_\_

**Information Requested:**  
 Copies of Documents range from **\$0.10 to \$1.50** per page (excluding blueprint copies)  
 Select from the following by checking the box next to it - for further clarification of request, use comments box

<input type="checkbox"/> BUILDING PERMITS <input type="checkbox"/> PLOT PLAN	<input type="checkbox"/> CERTIFICATES OF OCCUPANCY	<input type="checkbox"/> GRADING DOCUMENTS	<b>For Office Use Only:</b> _____PCIS _____IDIS _____Microfilm _____Manual Search
<input type="checkbox"/> MECHANICAL PERMITS <input type="checkbox"/> ELECTRICAL PERMITS 1985 - 1990 and 1997 - Present	<input type="checkbox"/> VIOLATIONS	<input type="checkbox"/> MODIFICATIONS/BOARD FILES	
AFFIDAVITS/Z.I.NO. _____			

BLUEPRINTS (\$8.00 Service Fee, plus a SD Surcharge Fee (Section 98.0416 of the LAMC) and \$1.00 per page.  
 No plans available for Single Family Dwellings and Commercial buildings 3 stories and under, prior to 1978.

To obtain copies of blueprints on file, all of the following requirements must be submitted:

1. A release letter from the current owner.
2. A copy of the current owner's Grant Deed.
3. A release letter from the architect and engineer whose stamp is on the plans.  
 Letters must be on Letterhead and have engineer/architect's stamp and signature.

# Instructions and Payment Options

**You can pay the fees due and obtain requested records by using one of the following options:**

- 1) Copies of documents range from \$0.10 to \$1.50 per page (excluding blueprint copies)  
Blueprint copies \$8.00 Service Fee, plus a System Development Surcharge Fee and \$1.00 per page.
- 2) Send your check to one of the following addresses:  
**Metro Office**, 201 N. Figueroa St., 1st Floor, Room 110, Los Angeles, CA 90012 **Van Nuys Office**, 6262 Van Nuys Bl., Van Nuys, CA 91401.  
Make check payable to "City of Los Angeles". Once payment is received, your records will be faxed or mailed to you. All checks must have name & address pre-printed on them.
- 3) You may pay and pick up requested records in person at the respective office. We accept cash, checks, Visa, Mastercard, and American Express.
- 4) You may choose to leave your request with counter personnel for processing for later pick-up or faxing. We will call you to inform you when the research is done and the cost. Please allow 7-10 working days for processing research requests. Large requests may require a non-refundable deposit to be paid before printing copies and may take longer to process.
- 5) For any questions regarding records research or this form, please contact our 311 Call Center or (213) 473-3231- outside the city.

## BUILDING AND SAFETY RECORDS SECTION

### WHAT WE HAVE

- **BUILDING PERMITS - New, Additions, Alterations, Rehab, Demolition**
- **CERTIFICATE OF OCCUPANCY - From 1946 - Present**
- **RANGE FILES - Any Violations/Orders to Comply on a Property**
- **PLOT PLANS - Small size drawing on the back of a Building Permit**
- **GEOLOGY/SOILS REPORT - Reports approved by the Grading Department**
- **AFFIDAVITS - Building & Safety Affidavits: Lot Ties, Parking, Maintenance of Building**
- **BOARD FILES - Action taken by the Board of Building & Safety Commissioners**
- **ADMIN. APPROVALS/VARIANCES/MODIFICATIONS - By Building & Safety**
- **ELECTRICAL, PLUMBING, MECHANICAL PERMITS - Only available from 1985 - 1990 and 1997 to present.**
- **BLUEPRINTS/PLANS - A Written consent from the present Owner, a written consent from the Architect/Engineer and a copy of the Owner's Grant Deed is needed before plans can be issued. No Blueprints available for Single Family Dwellings and any building under three stores, BEFORE 1978.**

### WHAT WE DO NOT HAVE

- **INSPECTOR SIGN OFF CARDS**
- **VIOLATIONS WITHIN THE LAST 12 MONTHS**
- **SEPTIC TANK PERMITS/UNDERGROUND TANKS**
- **CONDITIONAL USE PERMITS**
- **ENVIRONMENTAL INFORMATION**
- **POLICE PERMITS/BUSINESS LICENSE**
- **PROPERTY OWNERS/GRANT DEEDS**
- **BLUEPRINTS - For Electrical and Plumbing**
- **SETBACKS, SANBORNE MAPS, ZA, CPC**



## REQUEST FOR COPIES OF PLANS/BLEPRINTS

To obtain copies of blueprints on file, ALL of the following must be submitted:

### 1) RELEASE LETTER FROM CURRENT OWNER

#### A. HOMEOWNERS:

Letter of authorization from the current owner, authorizing the person who is coming in to the office to obtain copies of plans.

Provide a copy of Drivers' License/Identification Card along with Grant Deed to verify ownership.

#### B. PROPERTIES OWNED BY MANAGEMENT COMPANIES:

Letter of authorization on company letterhead, authorizing the person who is coming in to the office to obtain copies of plans.

Articles of Corporation from company showing person giving consent, is authorized to sign for the company.

#### C. HOMEOWNERS ASSOCIATION:

Letter of authorization on Homeowner's Association letterhead from President of Homeowners Association authorizing the person who is coming in to the office to obtain copies of plans.

Official documentation showing person giving consent is President and authorized to sign on behalf of Homeowner's Association.

### 2) COPY OF CURRENT OWNER'S GRANT DEED

Verifying ownership. Property address and/or legal description must be on Grant Deed.

### 3) RELEASE LETTER FROM ARCHITECT AND/OR ENGINEER WHOSE STAMP IS ON THE PLANS OR HIS/HER SUCCESSOR

Letter of authorization, on letterhead, authorizing the person coming in to the office to obtain copies of plans.

Stamp and signature of Architect/Engineer must be on the letter.

#### **Important Notes:**

All letters must be dated and will only be valid for 30 days from the original date of the authorization letter.

Only original documents with original signatures will be accepted. No copies, faxes or emails etc.

If Architect's/Engineer's signature on authorization letters do not match signatures on the requested plans, a copy of a Driver's License/Identification Card may be required.

We do not accept Third Party Letters.