

# Records Research Request Form

Visit [LADBS.ORG](http://LADBS.ORG) for a list of the records available online

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

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

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

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

**FAXING OPTIONS: Fax to one of the offices below.**

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

(818) 374-5013  
Van Nuys Office  
6262 Van Nuys Blvd., 2<sup>nd</sup> Floor, Rm. 251  
Van Nuys, CA 91401

**PROPERTY ADDRESS(ES):** \_\_\_\_\_  
(IN PERSON: One address submitted at a time. FAXING: Up to 3 addresses per request.)

**Use of Existing Building:**

**COMMENTS:** Reason for Records Research Request:

**Information Requested**

Copies of documents are \$0.10 cents per page.

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	
<input type="checkbox"/> AFFIDAVITS/Z.I. NO. _____			

**BLUEPRINTS May require additional time for processing.**

No plans available for Single Family Dwellings and Commercial buildings 3 stories and under, prior to 1978.

To obtain copies of blueprints, all of the following requirements must be satisfied before the request can be processed.

1. An original release letter from the current owner.
2. A copy of the current owner's Grant Deed.
3. An original release letter from the architect and engineer whose stamp is on the plans. Letters must be on letterhead and have engineer and/or 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 all documents printed in our office are \$0.10 cents per page.
2. You may pay and pick up requested records in person at the respective office. We accept cash, checks, Visa, MasterCard, and Discover.
3. For fax requests, once you have received an invoice, send your check to the office handling the request:  
**Metro Office:** 201 N. Figueroa St., 1<sup>st</sup> Floor, Room 110, Los Angeles, CA 90012  
**Van Nuys Office:** 6262 Van Nuys Bl., 2<sup>nd</sup> Floor, Room 251, 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.
4. You may choose to leave your request with counter personnel for processing for later pick-up or faxing. We will call to inform of the cost when the research is completed. 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, please contact our 311 Call Center or (213) 473-3231 outside the city.

### BUILDING AND SAFETY RECORDS SECTION

#### What We Have

- **ADMINISTRATIVE APPROVALS** – By Building & Safety
- **AFFIDAVITS** – Building & Safety Affidavits: Lot Ties, Parking, Maintenance of Building
- **BLUEPRINTS/PLANS** – No Blueprints available for Single Family Dwellings and any building under three stories **BEFORE 1978** (See reverse for requirements)
- **BOARD FILES** – Action taken by the Board of Building & Safety Commissioners
- **BUILDING PERMITS** – New, Additions, Alterations, Rehab, Demolition
- **CERTIFICATES OF OCCUPANCY** - From 1946 – Present
- **ELECTRICAL, PLUMBING, MECHANICAL PERMITS** – Only available from 1985 – 1990 and 1997 to present
- **GRADING DOCUMENTS** – Geology/Soil Reports approved by the Grading Division
- **MODIFICATIONS** – Discretionary approval granted by Building & Safety
- **PLOT PLANS** – Small size drawing on the back of a Building Permit
- **RANGE FILES** – Any Violations/Orders to Comply on a Property (issued by LADBS)

#### What We Do Not Have

- **BLUEPRINTS** – For Electrical and Plumbing
- **CONDITIONAL USE PERMITS**
- **ENVIRONMENTAL INFORMATION**
- **INSPECTION RECORD CARD**
- **LAND SURVEYS**
- **POLICE PERMITS/BUSINESS LICENSES**
- **PROPERTY OWNERSHIP INFORMATION/GRANT DEEDS**
- **SEPTIC TANK PERMITS/UNDERGROUND TANK PERMITS**
- **SETBACKS, SANBORNE MAPS, ZONING ADMINISTRATION, CITY PLANNING COMMISSION**
- **SEWER MAPS**
- **VIOLATIONS WITHIN THE LAST 12 MONTHS**

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services, and activities.

## REQUEST FOR COPIES OF PLANS/BLUEPRINTS

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 Incorporation or Operating Agreement from the 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.