

Records Research Request Form

Visit LADBS.ORG for a list of the records available online

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

NAME: _____ COMPANY NAME: _____

TELEPHONE #: _____ FAX #: _____

EMAIL: _____

FAXING OPTIONS: Fax to one of the offices below.

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

(818) 374-5013
Van Nuys Office
6262 Van Nuys Blvd., 2nd 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	For Office Use Only: ____ 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., 1st Floor, Room 110, Los Angeles, CA 90012
Van Nuys Office: 6262 Van Nuys Bl., 2nd 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.