

Records Research Request Form

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

DATE: _____ NAME: _____ EMAIL: _____	OFFICE USE ONLY APPT ID _____ <input type="checkbox"/> EMAIL REQUEST		
CONTACT PHONE #: _____ COMPANY/AGENCY: _____			
<h2>REQUEST FOR BUILDING RECORDS</h2>			
<p>➤ BY EMAIL: Email this completed form to Records.LADBS@lacity.org</p>			
<p>➤ BY APPOINTMENT: Office visit by appointment only https://appointments.lacity.org/apptsys/Public/Account Appointments for Records Requests only available at the following LADBS offices:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; padding: 5px;"> Metro Office 201 N. Figueroa St., 1st Floor, Rm. 110 Los Angeles, CA 90012 </td> <td style="width: 50%; padding: 5px;"> Van Nuys Office 6262 Van Nuys Blvd., 2nd Floor, Rm. 251 Van Nuys, CA 91401 </td> </tr> </table>		Metro Office 201 N. Figueroa St., 1 st Floor, Rm. 110 Los Angeles, CA 90012	Van Nuys Office 6262 Van Nuys Blvd., 2 nd Floor, Rm. 251 Van Nuys, CA 91401
Metro Office 201 N. Figueroa St., 1 st Floor, Rm. 110 Los Angeles, CA 90012	Van Nuys Office 6262 Van Nuys Blvd., 2 nd Floor, Rm. 251 Van Nuys, CA 91401		
PROPERTY ADDRESS(ES): _____ or range of addresses if same lot/property - 3 addresses per request _____ _____			
Use of Existing Building:			
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	Office Use Only
<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. _____			
<input type="checkbox"/> BLUEPRINTS May require additional time for processing. SEE OVER FOR DETAILS & REQUIREMENTS			
COMMENTS: Reason for Records Research Request:			

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.

REQUESTS FOR BLUEPRINTS

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

The LADBS Records Section will first confirm we have the plans you are requesting in our database, then verify if they are stamped by a licensed professional(s).

Per California Health & Safety Code 19851, all of the following requirements must be satisfied to obtain a copy of plans/blueprints.

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.

See attached information sheet for further details.

Records Requests Instructions and Options

- The LADBS Records Section will only produce documents NOT available as a PDF through our Search Online Building Records System, via <https://ladbsdoc.lacity.org/>
- Records not available from the Search Online Building Records system may be requested by email to records.ladbs@lacity.org or by appointment via <https://appointments.lacity.org/apptsys/Public/Account>
- Please allow 5-7 working days for processing emailed research requests. Requests resulting in a high volume of documents may take longer to process.
- For technical questions & general LADBS information, contact 3-1-1 or (213) 473-3231.

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**

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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

REQUIREMENTS MAY VARY BASED ON PROPERTY OR OCCUPANCY TYPE

- OWNERS:
 - 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 Driver's License/Identification Card along with Grant Deed to verify ownership.
- 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 the person giving consent, is authorized to sign on behalf of the company.
- HOMEOWNERS' ASSOCIATIONS:
 - Letter of authorization on Homeowners' Association letterhead, from President of the 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 Homeowners' 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 THE LICENSED PROFESSIONAL(S) WHOSE STAMPS ARE ON THE PLANS OR A 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.
- If a licensed professional is deceased, LADBS still requires an attempt for authorization, as they may have a successor.

Important Notes

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

Only documents with original or authenticated signatures will be accepted.

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.