



## Welcome to LADBS' Data Request Service

LADBS makes it convenient for you to purchase monthly data subscriptions of Plan Check and Inspection System (PCIS) and Code Enforcement Information System (CEIS) data. Attached you will find the following forms and record layouts to assist you in obtaining the data you desire:

- Request to Purchase PCIS/CofO/CEIS Data.
- Instructions for Obtaining PCIS/CofO/CEIS data.
- Record layout for Building Permit data from PCIS.
- Record Layout for Building Permit Data with CofO Data from PCIS.
- Record Layout for Mechanical and Electrical Permit Data from PCIS.
- Record Layout for Code Enforcement Cases from CEIS.
- Record Layout for Customer Service Request from CEIS.

Data is provided without warranty or representation of any kind. The data is sold "**AS IS**", meaning that the City is **not** responsible for any damages suffered by anyone, direct or consequential, from the use of this data. Purchases of data are non-refundable. Charges for data subscriptions are in accordance with California Public Records Act Sections 6253(b), 6253.9(a)(2), and 6253.9(b); Los Angeles Municipal Code Section 98.0405, and Los Angeles Administrative Code Sections 12.40 and 19.44.

Effective November 1, 2012, LADBS is no longer able to accept credit card payments via mail, e-mail, or FAX requests. Those customers who wish to pay for data by credit card must do so in person at the locations listed on the Request to Purchase PCIS/COFO/CEIS Data order form.

If you have any questions concerning ordering data, please contact the General Analysis and Budget Services Section at (213) 482-6776.

## REQUEST TO PURCHASE PCIS/COFO/CEIS DATA



THIS IS A REQUEST TO PURCHASE: 1) BUILDING OR MECHANICAL PERMIT DATA FROM THE PLAN CHECK INSPECTION SYSTEM (PCIS), 2) CERTIFICATE OF OCCUPANCY (CofO) FOR BUILDING PERMIT DATA FROM PCIS, 3) CODE ENFORCEMENT CASES OR CUSTOMER SERVICE REQUESTS FROM THE CODE ENFORCEMENT INFORMATION SYSTEM (CEIS)

(Revised 7/24/2015)

NAME \_\_\_\_\_ TEL. NO. \_\_\_\_\_

(Please Print)

MAILING ADDRESS (Complete only if you want the file(s) sent via U.S. Mail)

Street Address \_\_\_\_\_ Unit/Apt/Suite \_\_\_\_\_

City, State \_\_\_\_\_ Zip \_\_\_\_\_

E-MAIL ADDRESS (Complete only if you want the file(s) sent via e-mail) \_\_\_\_\_

**DATA TO BE PURCHASED:**

A CD contains 1) building or mechanical permit data for permits issued for one calendar month 2) Certificate of Occupancy for building data for permits issued for one calendar month 3) Code Enforcement cases or Customer Service Requests data for one calendar month. The data on the CD is an ASCII fixed-length file format. Data is available approximately ten working days after the desired month. For example, June 2012 data should be available by July 16<sup>th</sup> (includes 6 weekend days + 1 holiday).

**BEFORE PURCHASING DATA**, please ensure that you have received and read the one-page instruction sheet and the two-page record layout for the data you are purchasing. The data is sold "**AS IS**," meaning that the City is **not** responsible for use of this data, and this is a non-refundable purchase. Additionally, the data is non-transferable; meaning it cannot be given or sold to other users.

		TYPE OF PURCHASE			COST (QTY x \$22.73 x # of Months e.g., QTY of 2 for 6 Months = \$272.76)	Delivery (Select One)	
		ONE- TIME (1 Month)	SUBSCRIPTION (Choose either 6 or 12 Months)			U.S. MAIL	E-MAIL
TYPE OF DATA – SYSTEM SOURCE	QTY	Purchase Month	6 Months - Start Month	12 Months - Start Month			
BUILDING – PCIS							
MECHANICAL – PCIS							
CERTIFICATE OF OCCUPANCY FOR BUILDING DATA - PCIS							
CODE ENFORCEMENT CASES (CASE) – CEIS							
CUSTOMER SERVICE REQUESTS (CSR) - CEIS							
<b>TOTAL COST</b>							

**PAYMENT INSTRUCTIONS**

- You may enclose a check (personal, business, cashiers, or money order) for payment of the disks being ordered. Your order will be processed upon receipt of your check.
- Requests requiring the use of credit or debit cards must be made in person at any City of Los Angeles Department of Building and Safety (LADBS) District and Branch Cashiering Offices. See "Instructions For Obtaining PCIS/COFO/CEIS Data From The Plan Check Inspection System (PCIS) And The Code Enforcement Cases Or Customer Service Requests Data From The Code Enforcement Information System (CEIS), (Revised 7/24/15)" for a list of locations.

# REQUEST TO PURCHASE PCIS/COFO/CEIS DATA



THIS IS A REQUEST TO PURCHASE: 1) BUILDING OR MECHANICAL PERMIT DATA FROM THE PLAN CHECK INSPECTION SYSTEM (PCIS), 2) CERTIFICATE OF OCCUPANCY (COFO) FOR BUILDING PERMIT DATA FROM PCIS, 3) CODE ENFORCEMENT CASES OR CUSTOMER SERVICE REQUESTS FROM THE CODE ENFORCEMENT INFORMATION SYSTEM (CEIS)

(Revised 7/24/2015)

## CUSTOMER INSTRUCTIONS ON PROCESSING A REQUEST TO PURCHASE PCIS/COFO/CEIS DATA

Complete and deliver, mail, or fax this "Request To Purchase PCIS/CofO/CEIS Data" form to one of the following cashiering offices listed on the "Instructions for Obtaining PCIS/CofO/CEIS Data". Please ensure that the following items have been carefully reviewed and/or completed:

1. "Instructions for Obtaining PCIS/COFO/CEIS Data from the Plan Check and Inspection System (PCIS) and the Code Enforcement Information System (CEIS)".
2. Complete and Sign this "Request to Purchase PCIS/COFO/CEIS Data" form.

### THIS IS A NON-REFUNDABLE PURCHASE

*If the CD is defective, it may be exchanged (must return original CD) for a CD containing the SAME TYPE of data (building or mechanical permit, customer services or code enforcement request whichever is applicable) and for the SAME DATES as the originally purchased data.*

**THE DATA IS NON-TRANSFERABLE; MEANING IT CANNOT BE GIVEN OR SOLD TO OTHER USERS.**

### For Cashier Validation Only

\_\_\_\_\_  
PURCHASER'S SIGNATURE

\_\_\_\_\_  
PURCHASE DATE

### FOR LADBS USE ONLY BELOW THIS LINE

#### Financial Services Use Only

CD Provided to Customer:  Yes  No  Partial (please explain)

Date/Time submitted to General Analysis and Budget Services:

Cashier Name/Phone:

#### General Analysis and Budget Services Use Only

Date/Time Request to Purchase PCIS/CEIS Data Form received by General Analysis and Budget Services:

GABS Staff Name/Phone of Processor:

Date/Time Request Processed:

## INSTRUCTIONS



### FOR OBTAINING PCIS/COFO/CEIS DATA FROM THE PLAN CHECK INSPECTION SYSTEM (PCIS) AND THE CODE ENFORCEMENT CASES OR CUSTOMER SERVICE REQUESTS DATA FROM THE CODE ENFORCEMENT INFORMATION SYSTEM (CEIS)

(Revised 7/24/15)

Please read all information thoroughly, including the record layout titled: 1) Record Layout for Building and Mechanical Permit Data from the Plan Check Inspection System (PCIS), 2) Record Layout for Certificate of Occupancy (CofO) for Building Permit Data from PCIS, or 3) Record Layout for Code Enforcement Cases and Customer Service Requests Data from the Code Enforcement Information System (CEIS) **before** purchasing data. A CD contains: 1) Building or Mechanical permit data for permits issued for one calendar month using PCIS, 2) Certificate of Occupancy (CofO) building data for permits issued for one calendar month using PCIS, or 3) Code Enforcement cases that were closed or customer service requests that were generated for one calendar month using CEIS. Data is available approximately ten working days after the desired month. For example, June 2012 data should be available by July 16<sup>th</sup> (includes 6 weekend days, plus 1 holiday). The data is sold "**AS IS**," meaning that the City is **not** responsible for use of this data, and this is a non-refundable purchase. Please direct questions concerning the data to General Analysis and Budget Services at (213) 482-6776.

DELIVERY OPTION	INSTRUCTIONS
U.S. Mail	<p>The customer can mail a completed "Request to Purchase PCIS/COFO/CEIS Data" form and payment for the amount of purchase payable to "Department of Building and Safety" to the following address:</p> <p style="text-align: center;">Los Angeles Department of Building and Safety Attn: Cashiers 201 N. Figueroa St., 4<sup>th</sup> Fl-Counter G Los Angeles, CA 90012</p> <p>After receiving the completed "Request to Purchase PCIS/COFO/CEIS Data" form and payment, the CD will be mailed or data emailed per information provided on the "Request to Purchase Data" form.</p>
E-mail  <u>This option is only for customers with an e-mail address.</u>	<p>The customer can deliver or fax a completed "Request to Purchase PCIS/COFO/CEIS Data" form (include a <b>complete e-mail address</b>) and mail or deliver payment for the amount of purchase to any Building and Safety cashiering office, or mail to the following address (all credit/debit card payments must be made in person):</p> <p style="text-align: center;">Los Angeles Department of Building and Safety Attn: Cashiers 201 N. Figueroa St., 4<sup>th</sup> Fl-Counter G Los Angeles, CA 90012</p> <p>After receiving the completed "Request to Purchase PCIS/COFO/CEIS Data" form and payment, the file will be e-mailed to the <b>e-mail address</b> or mailed to the address provided by you on the "Request to Purchase PCIS/COFO/CEIS Data" form.</p>

**Cost for data is \$22.73 per month for each of the following: 1) Building or Mechanical Permit Data, 2) Certificate of Occupancy (CofO) for Building Permit Data, 3) Code Enforcement Cases (CEC) or Customer Service Requests (CSR) Data (i.e., if both Building and Mechanical data OR both Code Enforcement Cases or Customer Service Requests data are requested for one month, the total cost is \$45.52).**

#### DELIVERY TIME FOR CD SENT BY U.S. MAIL

*Unless a problem occurs, the CD(s) shall be mailed within 10 working days after receiving payment for the data and after the beginning of the issue month being requested. For example, if payment is received for June 2012 data on June 18, 2012, the data shall be mailed no later than July 16, 2010 (first 10 working days in July).*

#### DISTRICT AND BRANCH CASHIERING OFFICES

##### Metro District Office

201 N. Figueroa St., 4th Floor, Counter G  
Los Angeles, CA 90012  
(213) 482-6950/ (213) 482-6999 (Fax)

##### Van Nuys District Office

6262 Van Nuys Blvd., Suite 251  
Van Nuys, CA 91401  
(818) 374-4300/(818) 374-4310 (Fax)

##### West Los Angeles District Office

1828 Sawtelle Bl., 2nd Floor  
West Los Angeles, CA 90025  
(310) 575-8136/(310) 445-1789 (Fax)

##### South Los Angeles Branch Office

8475 S. Vermont Ave, 2nd Floor  
Los Angeles, CA 90044  
(323) 789-2776/(323) 789-2777 (Fax)

##### San Pedro Branch Office

638 S. Beacon St., Room 276  
San Pedro, CA 90731  
(310) 732-4543/(310) 732-4542 (Fax)

**RECORD LAYOUT FOR BUILDING PERMIT DATA  
FROM THE PLAN CHECK INSPECTION SYSTEM (PCIS)**

Prepared on 9/2/1998, Revised on 7/24/2015

This is an **ASCII fixed-length file** containing building permit data extracted from PCIS for permits issued during one calendar month. To perform queries and create reports, the data must first be imported into a software application that is capable of performing queries and reports. For example, the data can be imported into a database application, and the application's tools can be used to create queries and reports. Please direct questions concerning the data or CD to the General Analysis and Budget Services group at (213) 482-6776.

FIELD NO.	FIELD NAME	START COLUMN	LENGTH	COMMENTS
1	Assessor Book	1	4	Keep these fields as text fields when the data is imported. Since they contain all numeric values, most import programs will attempt to convert them to numeric fields. However, converting them to numeric fields will strip off leading zeros which changes the value of the field. For example, "2" is not the same as "002".
2	Assessor Page	5	3	
3	Assessor Parcel	8	3	
4	Tract	11	255	
5	Block	266	6	
6	Lot	272	60	
7	Reference # (Old Permit #)	332	9	
8	PCIS Permit #	341	15	This is the permit number assigned by PCIS as soon as an application for permit has been filed. Before the permit has been issued, it is known as the PCIS Application Number. After the permit has been issued, this same number is known as the Permit Number.
9	Permit Type	356	30	
10	Permit Sub-Type	386	30	
11	Permit Category	416	30	
12	Project Number	446	6	Data contains a leading space.
13	Event Code	452	24	An Event Code is usually synonymous with a disaster code. For example, SD1-2004, in this field represents permits issued related to repairing, demolishing, or rebuilding structures damaged from the first State/Federally declared disaster related to Storms that occurred in 2004 in Los Angeles.
14	Initiating Office	476	8	
15	Issue Date	484	8	This is a Date field with a format of MMDDYYYY.
16	Address Start	492	5	
17	Address Fraction Start	497	3	
18	Address End	500	5	
19	Address Fraction End	505	3	
20	Street Direction	508	2	
21	Street Name	510	40	
22	Street Suffix	550	4	
23	Suffix Direction	554	5	
24	Unit Range Start	559	10	
25	Unit Range End	569	10	
26	ZIP Code	579	9	
27	Work Description	588	70	
28	Owner Name	658	32	
29	Owner Street	690	40	
30	Owner City/State	730	28	
31	Owner ZIP	758	9	
32	Valuation	767	15	Data contains a leading space.
33	Floor Area-L.A. Zoning Code Definition	782	12	Data contains a leading space.
34	# of Residential Dwelling Units	794	12	Data contains a leading space. This number is the net units added/deleted. A negative number means more units were removed than added by the permit (e.g., 5 units removed + 2 units added = -3 units).
35	# of Stories	806	12	Data contains a leading space.
36	Contractors Business Name	818	65	
37	Contractor Address	883	40	
38	Contractor City	923	25	
39	Contractor State	948	2	
40	Contractor Phone	950	15	
41	License Type	965	3	
42	License #	968	8	Data contains a leading space.
43	Principal First Name	976	15	
44	Principal Middle Name	991	12	
45	Principal Last Name	1003	35	
46	License Expiration Date	1038	8	This is a Date field with a format of MMDDYYYY.

FIELD NO.	FIELD NAME	START COLUMN	LENGTH	COMMENTS
★47	Existing Use Code	1046	2	
★48	Proposed Use Code	1048	2	
49	Applicant First Name	1050	15	
50	Applicant Last Name	1065	15	
51	Applicant Business Name	1080	30	
52	Applicant Relationship	1110	20	
53	Applicant Address 1	1130	40	
54	Applicant Address 2	1170	30	
55	Applicant Address 3	1200	30	
56	Applicant Telephone	1230	15	
57	Zone	1245	50	
58	Occupancy	1295	30	
59	Floor Area-L.A. Building Code Definition	1325	12	Data contains a leading space.
60	Census Tract	1337	8	
61	Certificate of Occupancy Number	1345	7	
62	Certificate of Occupancy Issue Date	1352	8	Date field with a format of MMDDYYYY.
63	End of Record	1360	1	

## Use Codes

0 - Correction of Dept. Error	7 - Private Garage	14 - Public Administration	21 - Theater	52 - Foundation Only
1 - Single-Family Residence	8 - Public Garage	15 - Public Utilities	22 - Warehouse	60- Grading/Non-Hill
2 - Duplex	9 - Gas Service Station	16 - Retail	23 - Misc. Bldg or Struct.	70- Grading/Hillside
3 - Airport	10 - Hospital	17 - Restaurant	24 - Mobile Home	
4 - Amusement	11 - Hotel	18 - School	26 - Temporary Struct.	
5 - Apartment	12 - Manufacturing	19 - Signs	27 - Artists-in-Residence	
6 - Church	13 - Office	20 - Swimming Pool/Spa	35 - Condominium	

### PLEASE FOLLOW THESE STEPS

#### For Users of Windows 2000

1. Download and install WinZip: [http://www.download.com/WinZip/3000-2250\\_4-10454671.html?tag=lst-0-1](http://www.download.com/WinZip/3000-2250_4-10454671.html?tag=lst-0-1)
2. Once installed users can "unzip" the file and view the contents using WinZip.

#### For Users of Windows XP

1. Download the attachment and double-click the file.
2. Contents will be appear without having to install WinZip

#### After downloading the Zip file, print a hard copy of the file titled, "PCIS Field Layout." This will be used for setting up the fields in Step 5.

1. Copy the PCIS file to your desktop or a folder where you can easily locate it.
2. Double click on the file to create a second data file with the extension of "TXT" (the original has the extension of "EXE").
3. Open the database or spreadsheet program that you want to use.
4. Locate the file with the "TXT" extension and open the data file into the database or spreadsheet program you have chosen.
5. Follow the database/spreadsheet program guidelines for setting up and saving the data file.
6. Open a database or spreadsheet application (i.e., Excel, Paradox, Access, Quattro Pro, etc). Select the uncompressed "TXT" file to **import** into the software application to create reports and to query the data.

#### **TEXT IMPORT WIZARD:**

- Step 1. Choose fixed width.
- Step 2. Follow directions and use the attached "Record Layout".
- Step 3. General should be OK for Column Data Format.
- Step 4. Click Finish.

7. The Text File should appear on the screen. You can add heading columns and adjust the column widths if needed.

**RECORD LAYOUT FOR MECHANICAL & ELECTRICAL PERMIT DATA  
FROM THE PLAN CHECK INSPECTION SYSTEM (PCIS)**

Prepared on 9/2/1998, Revised on 7/24/2015

This is an **ASCII fixed-length file** containing mechanical/electrical permit data extracted from PCIS for permits issued during one calendar month. To perform queries and create reports, the data must first be imported into a software application that is capable of performing queries and reports. For example, the data can be imported into a database application, and the application's tools can be used to create queries and reports. Please direct questions concerning the data or CD to the General Analysis and Budget Services group at (213) 482-6776.

FIELD NO.	FIELD NAME	START COLUMN	LENGTH	COMMENTS
1	Assessor Book	1	4	Keep these fields as text fields when the data is imported. Since they contain all numeric values, most import programs will attempt to convert them to numeric fields. However, converting them to numeric fields will strip off leading zeros which changes the value of the field. For example, "2" is not the same as "002".
2	Assessor Page	5	3	
3	Assessor Parcel	8	3	
4	Tract	11	255	
5	Block	266	6	
6	Lot	272	60	
7	Reference # (Old Permit #)	332	9	
8	PCIS Permit #	341	15	This is the permit number assigned by PCIS as soon as an application for permit has been filed. Before the permit has been issued, it is known as the PCIS Application Number. After the permit has been issued, this same number is known as the Permit Number.
9	Permit Type	356	30	
10	Permit Sub-Type	386	30	
11	Permit Category	416	30	
12	Project Number	446	6	Data contains a leading space.
13	Event Code	452	24	An Event Code is usually synonymous with a disaster code. For example, SD1-2004, in this field represents permits issued related to repairing, demolishing, or rebuilding structures damaged from the first State/Federally declared disaster related to Storms that occurred in 2004 in Los Angeles.
14	Initiating Office	476	8	
15	Issue Date	484	8	This is a Date field with a format of MMDDYYYY.
16	Address Start	492	5	
17	Address Fraction Start	497	3	
18	Address End	500	5	
19	Address Fraction End	505	3	
20	Street Direction	508	2	
21	Street Name	510	40	
22	Street Suffix	550	4	
23	Suffix Direction	554	5	
24	Unit Range Start	559	10	
25	Unit Range End	569	10	
26	ZIP Code	579	9	
27	Work Description	588	70	
28	Owner Name	658	32	
29	Owner Street	690	40	
30	Owner City/State	730	28	
31	Owner ZIP	758	9	
32	Valuation	767	15	Data contains a leading space.
33	Floor Area-L.A. Zoning Code Definition	782	12	Data contains a leading space.
34	# of Residential Dwelling Units	794	12	Data contains a leading space. This number is the net units added/deleted. A negative number means more units were removed than added by the permit (e.g., 5 units removed + 2 units added = -3 units).
35	# of Stories	806	12	Data contains a leading space.
36	Contractors Business Name	818	65	
37	Contractor Address	883	40	
38	Contractor City	923	25	
39	Contractor State	948	2	
40	Contractor Phone	950	15	
41	License Type	965	3	
42	License #	968	8	Data contains a leading space.
43	Principal First Name	976	15	
44	Principal Middle Name	991	12	
45	Principal Last Name	1003	35	

FIELD NO.	FIELD NAME	START COLUMN	LENGTH	COMMENTS
46	License Expiration Date	1038	8	This is a Date field with a format of MMDDYYYY.
★47	Existing Use Code	1046	2	
★48	Proposed Use Code	1048	2	
49	Applicant First Name	1050	15	
50	Applicant Last Name	1065	15	
51	Applicant Business Name	1080	30	
52	Applicant Relationship	1110	20	
53	Applicant Address 1	1130	40	
54	Applicant Address 2	1170	30	
55	Applicant Address 3	1200	30	
56	Applicant Telephone	1230	15	
57	Zone	1245	50	
58	Occupancy	1295	30	
59	Floor Area-L.A. Building Code Definition	1325	12	Data contains a leading space.
60	Census Tract	1337	8	
61	End of Record	1345	1	

## Use Codes

0 - Correction of Dept. Error	7 - Private Garage	14 - Public Administration	21 - Theater	52 - Foundation Only
1 - Single-Family Residence	8 - Public Garage	15 - Public Utilities	22 - Warehouse	60- Grading/Non -Hill
2 - Duplex	9 - Gas Service Station	16 - Retail	23 - Misc. Bldg or Struct.	70- Grading/Hillside
3 - Airport	10 - Hospital	17 - Restaurant	24 - Mobile Home	
4 - Amusement	11 - Hotel	18 - School	26 - Temporary Struct.	
5 - Apartment	12 - Manufacturing	19 - Signs	27 - Artists-in-Residence	
6 - Church	13 - Office	20 - Swimming Pool/Spa	35 - Condominium	

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2. Once installed users can "unzip" the file and view the contents using WinZip.

### For Users of Windows XP

1. Download the attachment and double-click the file.
2. Contents will be appear without having to install WinZip

### After downloading the Zip file, print a hard copy of the file titled, "PCIS Field Layout." This will be used for setting up the fields in Step 5.

1. Copy the PCIS file to your desktop or a folder where you can easily locate it.
2. Double click on the file to create a second data file with the extension of "TXT" (the original has the extension of "EXE").
3. Open the database or spreadsheet program that you want to use.
4. Locate the file with the "TXT" extension and open the data file into the database or spreadsheet program you have chosen.
5. Follow the database/spreadsheet program guidelines for setting up and saving the data file.
6. Open a database or spreadsheet application (i.e., Excel, Paradox, Access, Quattro Pro, etc). Select the uncompressed "TXT" file to **import** into the software application to create reports and to query the data.

#### **TEXT IMPORT WIZARD:**

- Step 1. Choose fixed width.
- Step 2. Follow directions and use the attached "Record Layout".
- Step 3. General should be OK for Column Data Format.
- Step 4. Click Finish.

7. The Text File should appear on the screen. You can add heading columns and adjust the column widths if needed.



**RECORD LAYOUT FOR BUILDING PERMIT with CofO DATA  
FROM THE PLAN CHECK INSPECTION SYSTEM (PCIS)**

Prepared on 9/2/1998, Revised on 7/24/2015

This is an **ASCII fixed-length file** containing building permit data extracted from PCIS for permits with Certificates of Occupancy (CofO) issued during one calendar month. To perform queries and create reports, the data must first be imported into a software application that is capable of performing queries and reports. For example, the data can be imported into a database application, and the application's tools can be used to create queries and reports. Please direct questions concerning the data or CD to the General Analysis and Budget Services group at (213) 482-6776.

FIELD NO.	FIELD NAME	START COLUMN	LENGTH	COMMENTS
1	Assessor Book	1	4	Keep these fields as text fields when the data is imported. Since they contain all numeric values, most import programs will attempt to convert them to numeric fields. However, converting them to numeric fields will strip off leading zeros which changes the value of the field. For example, "2" is not the same as "002".
2	Assessor Page	5	3	
3	Assessor Parcel	8	3	
4	Tract	11	255	
5	Block	266	6	
6	Lot	272	60	
7	Reference # (Old Permit #)	332	9	A sequential reference number issued by the Cashiering System and used to file and retrieve original paper copies.)
8	PCIS Permit #	341	15	This is the permit number assigned by PCIS as soon as an application for permit has been filed. Before the permit has been issued, it is known as the PCIS Application Number. After the permit has been issued, this same number is known as the Permit Number.
9	Permit Type	356	30	
10	Permit Sub-Type	386	30	
11	Permit Category	416	30	
12	Project Number	446	6	Data contains a leading space.
13	Event Code	452	24	An Event Code is usually synonymous with a disaster code. For example, SD1-2004, in this field represents permits issued related to repairing, demolishing, or rebuilding structures damaged from the first State/Federally declared disaster related to Storms that occurred in 2004 in Los Angeles.
14	Initiating Office	476	8	
15	Issue Date	484	8	This is a Date field with a format of MMDDYYYY.
16	Address Start	492	5	
17	Address Fraction Start	497	3	
18	Address End	500	5	
19	Address Fraction End	505	3	
20	Street Direction	508	2	
21	Street Name	510	40	
22	Street Suffix	550	4	
23	Suffix Direction	554	5	
24	Unit Range Start	559	10	
25	Unit Range End	569	10	
26	ZIP Code	579	9	
27	Work Description	588	70	
28	Owner Name	658	32	
29	Owner Street	690	40	
30	Owner City/State	730	28	
31	Owner ZIP	758	9	
32	Valuation	767	15	Data contains a leading space.
33	Floor Area-L.A. Zoning Code Definition	782	12	Data contains a leading space.
34	# of Residential Dwelling Units	794	12	Data contains a leading space. This number is the net units added/deleted. A negative number means more units were removed than added by the permit (e.g., 5 units removed + 2 units added = -3 units).
35	# of Stories	806	12	Data contains a leading space.
36	Contractors Business Name	818	65	
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38	Contractor City	923	25	
39	Contractor State	948	2	
40	Contractor Phone	950	15	
41	License Type	965	3	
42	License #	968	8	Data contains a leading space.
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FIELD NO.	FIELD NAME	START COLUMN	LENGTH	COMMENTS
46	License Expiration Date	1038	8	This is a Date field with a format of MMDDYYYY.
★47	Existing Use Code	1046	2	
★48	Proposed Use Code	1048	2	
49	Applicant First Name	1050	15	
50	Applicant Last Name	1065	15	
51	Applicant Business Name	1080	30	
52	Applicant Relationship	1110	20	
53	Applicant Address 1	1130	40	
54	Applicant Address 2	1170	30	
55	Applicant Address 3	1200	30	
56	Applicant Telephone	1230	15	
57	Zone	1245	50	
58	Occupancy	1295	30	
59	Floor Area-L.A. Building Code Definition	1325	12	Data contains a leading space.
60	Census Tract	1337	8	
61	Certificate of Occupancy Number	1345	7	
62	Certificate of Occupancy Issue Date	1352	8	Date field with a format of MMDDYYYY.
63	End of Record	1360	1	

## Use Codes

0 - Correction of Dept. Error	7 - Private Garage	14 - Public Administration	21 - Theater	52 - Foundation Only
1 - Single-Family Residence	8 - Public Garage	15 - Public Utilities	22 - Warehouse	60- Grading/Non -Hill
2 - Duplex	9 - Gas Service Station	16 - Retail	23 - Misc. Bldg or Struct.	70- Grading/Hillside
3 - Airport	10 - Hospital	17 - Restaurant	24 - Mobile Home	
4 - Amusement	11 - Hotel	18 - School	26 - Temporary Struct.	
5 - Apartment	12 - Manufacturing	19 - Signs	27 - Artists-in-Residence	
6 - Church	13 - Office	20 - Swimming Pool/Spa	35 - Condominium	

## PLEASE FOLLOW THESE STEPS

### For Users of Windows 2000

1. Download and install WinZip: [http://www.download.com/WinZip/3000-2250\\_4-10454671.html?tag=lst-0-1](http://www.download.com/WinZip/3000-2250_4-10454671.html?tag=lst-0-1)
2. Once installed users can "unzip" the file and view the contents using WinZip.

### For Users of Windows XP

1. Download the attachment and double-click the file.
2. Contents will be appear without having to install WinZip

### After downloading the Zip file, print a hard copy of the file titled, "PCIS Field Layout." This will be used for setting up the fields in Step 5.

1. Copy the PCIS file to your desktop or a folder where you can easily locate it.
2. Double click on the file to create a second data file with the extension of "TXT" (the original has the extension of "EXE").
3. Open the database or spreadsheet program that you want to use.
4. Locate the file with the "TXT" extension and open the data file into the database or spreadsheet program you have chosen.
5. Follow the database/spreadsheet program guidelines for setting up and saving the data file.
6. Open a database or spreadsheet application (i.e., Excel, Paradox, Access, Quattro Pro, etc). Select the uncompressed "TXT" file to **import** into the software application to create reports and to query the data.

### **TEXT IMPORT WIZARD:**

- Step 1. Choose fixed width.
- Step 2. Follow directions and use the attached "Record Layout".
- Step 3. General should be OK for Column Data Format.
- Step 4. Click Finish.

7. The Text File should appear on the screen. You can add heading columns and adjust the column widths if needed.

**RECORD LAYOUT FOR CODE ENFORCEMENT CASES FROM THE  
CODE ENFORCEMENT INFORMATION SYSTEM (CEIS)**

Revised on 7/24/2015

This is an ASCII comma-delimited file containing Code Enforcement Cases data extracted from CEIS during one calendar month. To perform queries and create reports, the data must first be imported into a software application that is capable of performing queries and reports. For example, the data can be imported into a database application, and the application's tools can be used to create queries and reports. The attached are comma delimited text files containing case data extracted from Code Enforcement Information System. Please direct questions concerning the data or Compact Disk to the General Analysis and Budget Services group at (213) 482-6776.

Field No.	Field Name	Type	Size	Comment/Description
1	Case Number	Varchar	9	Case number is a system generated number that identifies the case.
2	LADBS Inspection District	Varchar	12	Inspection district associated with request.
3 <sup>1</sup>	Case Group	Varchar	6	LADBS Code Enforcement Section.
4	Address House Number	Varchar	6	Building number (i.e. <b>201</b> ½ N. Figueroa St.).
5	Address House Fraction Number	Varchar	16	Building number fraction (i.e. 201½ N. Figueroa St.).
6	Address Street Direction	Varchar	3	Street direction (i.e. N, E, S, and W).
7	Address Street Name	Varchar	20	Street name of the site address (i.e. 201½ N. <b>Figueroa St.</b> ).
8	Address Street Suffix	Varchar	4	Street suffix (i.e. Blvd., St., etc.)
9	Address Street Suffix Direction	Varchar	3	Street suffix direction (i.e. N, E, S, and W).
10	Date Case Generated	Date		Date indicating when the case was in enforcement.
11	Date Case Closed	Date		Date indicating when the case was closed.
12	GIS Parcel Identification Number (PIN)	Varchar	20	Geographical Information System parcel identification number (PIN).
13 <sup>2</sup>	Case Type	Varchar	10	Type of case.
14	Area Planning Commission (APC)	Varchar	17	Area Planning Commission (APC)
15	Response Days	Number		Number of business days that it took to close the case.
16 <sup>3</sup>	Status of Case	Varchar	1	Status of case.

**<sup>1</sup> Case Group**

ABTF Abandoned Building Task Force  
 BILL Off-Site Billboard Group  
 CIT-S Citations South  
 CIT-C Citations Central  
 CIT-N Citations North  
 CLEAR Caseload Enforcement And Reduction  
 CNA Contract Nuisance Abatement  
 GEN-N General Enforcement North  
 GEN-C General Enforcement Central  
 GEN-S General Enforcement South  
 IHTF Interagency Housing Task Force  
 NAR Nuisance Abatement Revocation  
 PPRT Problem Property Resolution Team

SIGNS	On-Site Sign Enforcement
PACE1	Proactive Code Enforcement 1
PACE2	Proactive Code Enforcement 2
PACE3	Proactive Code Enforcement 3
PACE4	Proactive Code Enforcement 4
VEIP-N	Vehicle Establishment Inspection Program North
VEIP-C	Vehicle Establishment Inspection Program Central
VEIP-S	Vehicle Establishment Inspection Program South
XXX	Adult Entertainment

## <sup>2</sup> Case Type

BILLBOARDS	Off-Site Advertisement
CITATIONS	Citations
CNAP	CNA, ABTF and PPRT Cases
GENERAL	General
IHTF	Interagency Housing Task Force
NAR	Nuisance Abatement Revocation
PACE	Pro-Active Code Enforcement
SIGNS	On-Site Advertisement
VEIP	Vehicle Establishment Inspection Program
XXX	Adult Entertainment

## <sup>3</sup> Case Status

C	Closed
O	Open

### INSTRUCTIONS FOR EXTRACTING/DECOMPRESSING A COMPRESSED FILE:

The CEIS files are compressed using a self-extracting compression program. This means that the file is compressed and stored with the part of the compression program that will automatically decompress the program when the "EXE" file name is typed. Follow the instructions below to decompress a CEIS file:

1. Check your personal computer (PC) hard drive to make sure that it has at least 15Mb free (15,000,000 bytes) space available to copy one Compact Disk. You will receive a "write error" message if your hard drive does not contain enough free space.
2. Copy the "EXE" file ('CODEMMYY.EXE' for code enforcement data) to your PC hard drive. 'MMYY' represents the permit issue month and year of the permits found in the file. For example, CODE0898 is the file containing code enforcement data issued during August 1998.
3. Double-click on the copied file. DOS will open; the file will decompress (or you may be prompted to press Y, if you want to decompress the file); Press Y.\
4. A new file has now been created, with a "TXT" extension, instead of "EXE". Go to File>Open. Click on the file location and in *files of type*, look in *all files*.
5. Open a Database or Spreadsheet Application (i.e. Excel Paradox, Access, Quattro, etc). Select the uncompressed "TXT" file to import into the software application, to create reports and to query the data.
6. TEXT IMPORT WIZARD
  - Step 1. Choose fixed Width.
  - Step 2. Follow directions and use the attached "Record Layout".
  - Step 3. "General should be OK for Column Data Format.
  - Step 4. Click Finish.
7. The Text File should appear on the screen. You can add heading columns and adjust the column widths if needed.

**RECORD LAYOUT FOR CUSTOMER SERVICE REQUESTS FROM  
THE CODE ENFORCEMENT INFORMATION SYSTEM (CEIS)**

Revised on 7/24/2015

The attached are comma-delimited text files containing Customer Service Requests (CSR) data extracted from CEIS during one calendar month. To perform queries and create reports, the data must first be imported into a software application that is capable of performing queries and reports. For example, the data can be imported into a database application, and the application's tools can be used to create queries and reports. Please direct questions concerning the data or Compact Disk to the General Analysis and Budget Services at (213) 482-6776.

Field No.	Field Name	Data Value Type	Max Size	Comment/Description
1	CSR Number	Number	9	CSR number is a system generated number that identifies the customer service request.
2	LADBS Inspection District	Varchar	4	LADBS Inspection District.
3	Address House Number	Varchar	6	Building number (i.e., <b>201</b> $\frac{1}{2}$ N. Figueroa St.).
4	Address House Fraction Number	Varchar	16	Building number fraction (i.e., 201 $\frac{1}{2}$ N. Figueroa St.).
5	Address Street Direction	Varchar	3	Street direction (i.e., N, E, S, and W).
6	Address Street Name	Varchar	20	Street name of the site address. (i.e., 201 $\frac{1}{2}$ N. <b>Figueroa St.</b> )
7	Address Street Suffix	Varchar	4	Street suffix (i.e., Blvd., St., etc.).
8	Address Street Suffix Direction	Varchar	3	Street suffix direction (i.e., N, E, S, and W).
9	Zip Code	Varchar	5	Street zip code.
10	Date Received	Date		Date customer placed the service request for a complaint-based inspection.
11	Date Closed	Date		Date the inspector made the inspection.
12	Due Date	Date		72 Hours following the date received excluding weekends and holidays.
13	Case Flag	Varchar	1	Flag indicating if the service request has a case.
14 <sup>1</sup>	CSR Priority	Varchar	4	Priority of the service request.
15	GIS Parcel Identification Number (PIN)	Varchar	20	Geographical Information System (GIS) Parcel Identification Number (PIN).
16 <sup>2</sup>	CSR Problem Type	Varchar	5	Code used to indicate the service request's problem as described by the caller.
17	Area Planning Commission (APC)	Varchar	17	Area Planning Commission (APC)
18	Case Number Related to CSR	Varchar	9	Case number related to CSR.
19	Response Days	Number		Number of business days it took to respond to a CSR.

<sup>1</sup> **CSR Priority**

- 1 - High
- 2 - Medium
- 3 - Low

<sup>2</sup> CSR Problem Type

CODE	DESCRIPTION
AUTOR	Automobile repair conducted on residential property (single family dwelling only).
BLBRD	Outdoor advertisements (signs) for good or services not available on site (e.g. billboards).
EGRES	Blocked exits passageways or windows.
EXVEG	Overgrown or excessive vegetation.
GARCV	Garage converted to a dwelling or any other use other than parking.
GRAF	Graffiti on the building, fences, or walls.
HMOCC	Business operated from a house or garage.
HOTEL	Any issues with hotels and motels.
HPOZ	Any changes done to a property in an historical area.
ICCOM	Construction done without permits or inspections.
ICIP	Construction in progress without permits or inspections.
ILUSE	Building or property converted to another use.
INOPV	Open storage of vehicles that cannot be legally operated (e.g. junk cars).
JNKYD	Issues regarding commercial junk yards.
LIGHT	Issues regarding tennis court or flood lights in residential areas.
MAINT	Buildings in need of general repair.
MISC	Miscellaneous complaints.
NAR	Nuisance abatement revocation group only.
NOISE	Pool equipment or air conditioners that are too loud.
OFFHR	Any problems that only occur form 5:00 p.m. to 7:00 a.m. (at night) or on weekends.
OHF	Fences walls and hedges that are too high.
OPEXC	Open excavations accessible to the public.
OSTRG	Storage of items outdoors.
PAINT	Building or fence needs paint.
PKGFY	Parking automobiles in the front yard (other than in the driveway)
PKGRQ	Parking spaces blocked or removed from use.
PKRAT	Too many items stored on property (junk).
PLCLR	Pool water not kept clean.
PLENC	Gate or fence around pool missing or defective.
RCYCL	Any issue regarding recycling centers.
SECBR	Iron bars over windows or doors.
SIGNS	Outdoor advertisements (signs) of goods or services available on site.

STRHZ	Building or wall that could fall down.
TRASH	Trash or debris on private property.
VBLDG	Abandoned or vacant building left open to the public.
VEIP	Issues regarding automobile repair businesses.
VENDR	People selling products outside of an enclosed building (e.g. street, sidewalks, parking lots).
VLOT	Vacant lot with trash and debris.
XXX	Issues regarding adult entertainment locations (clubs, cabarets, books and video stores).
YRDSL	Locations having yard sales all the time.

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