



REQUEST TO PURCHASE PCIS DISK

THIS IS A REQUEST TO PURCHASE A DISK(S) CONTAINING BUILDING OR MECHANICAL PERMIT DATA FROM THE PLAN CHECK AND INSPECTION SYSTEM (PCIS)

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) _____

DISKETTE(S) TO BE PURCHASED:

A disk contains either building or mechanical permit data for permits issued for one calendar month. The data on the diskettes is an ASCII fixed-length file format. Disks are available approximately ten working days after the desired month. For example, October 1998 data should be available by November 15th (includes 4 weekend days + 1 holiday).

BEFORE PURCHASING A DISK, please ensure that you have received and read the one-page instruction sheet titled, "Instructions for Obtaining a Diskette Containing Mechanical or Building Permit Data from the Plan Check and Inspection System (PCIS)," and the two-page record layout titled, "Record Layout for Building and Mechanical Permit Data from the Plan Check and Inspection System." 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.

TYPE OF PERMIT DATA	QTY	TYPE OF PURCHASE			COST (QTY x \$11.00 x # of Months e.g., QTY of 2 for 6 Months = \$132.00)	DELIVERY (Select 1)		
		ONE-TIME (1 Month)	SUBSCRIPTION (Choose either 6 or 12 Months)			U.S. MAIL	E-MAIL	PICK-UP
		Purchase Month	6 Months Start Month	12 Months Start Month				
BUILDING								
MECHANICAL								
TOTAL COST								

THIS IS A NON-REFUNDABLE PURCHASE

If the diskette is defective, it may be exchanged (must return original disk) for a disk containing the SAME TYPE of data (building or mechanical permit, whichever is applicable) and for the SAME DATES as the originally purchased data.

THE DATA CANNOT BE GIVEN OR SOLD TO OTHER USERS.

PURCHASER'S SIGNATURE

PURCHASE DATE

Sent _____ By _____ Logged _____

For Cashier Validation Only



INSTRUCTIONS FOR OBTAINING A DISKETTE CONTAINING BUILDING OR MECHANICAL PERMIT DATA FROM THE PLAN CHECK AND INSPECTION SYSTEM (PCIS)

Please read all information thoroughly, including the record layout titled, "Record Layout for Building and Mechanical Permit Data from the Plan Check and Inspection System" **before** purchasing a PCIS diskette. A diskette contains either mechanical permit or building permit data for permits issued for one calendar month using PCIS. Disks are available approximately ten working days after the desired month. For example, October 1998 data should be available by November 15th (includes 4 weekend days + 1 holiday day). 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 the General Analysis group at (213) 482-6755.

COST	DELIVERY	INSTRUCTIONS
Diskette (ASCII format) \$11.00	Customer Pickup	<p>It is suggested that, prior to purchasing a disk, the customer contacts the cashiering office that is most conveniently located for their needs to ensure that the desired diskettes are available for purchase. Refer to the list of district cashiering offices following this table.</p> <p>The customer shall submit a completed "Request to Purchase PCIS Disk" form and payment to a Building and Safety cashier that has the disk(s) for sale.</p>
Diskette (ASCII format) \$11.00	U.S. Mail	<p>The customer shall mail a completed "Request to Purchase PCIS Disk" form and a check or money order for the amount of purchase payable to "Department of Building and Safety" to the following address: Department of Building and Safety Attn: Cashiers 201 N. Figueroa St., 4th Floor-Counter G Los Angeles, CA 90012-2623</p> <p>After receiving the completed "Request to Purchase PCIS Disk" form and a check, the diskettes will be mailed to the mailing address provided on the Request to Purchase form.</p>
Electronic File (ASCII format) \$11.00	E-mail <u>This option is only for customers with e-mail.</u>	<p>The customer shall deliver/mail a completed "Request to Purchase PCIS Disk" form (include a complete e-mail address) and payment for the amount of purchase (if mailed, pay by check or money order made payable to "Department of Building and Safety"). The form and payment may be delivered to any Building and Safety cashiering office, or mailed to the following address: Please include a DL or State ID# on the check.</p> <p style="text-align: center;"> Department of Building and Safety Attn: Cashiers 201 N. Figueroa St., 4th Floor-Counter G Los Angeles, CA 90012-2623 </p> <p>After receiving the completed "Request to Purchase PCIS Disk" form and a check, the file will be e-mailed over the Internet to the e-mail address on the Request to Purchase form.</p>

DELIVERY TIME FOR DISKS SENT BY U.S. MAIL:

Unless a problem occurs, the disk(s) shall be mailed within 10 working days after receiving payment for the disks and after the beginning of the issue month being requested. For example, if payment is received for 10/1998 data on 9/18/1998, the disk(s) shall be mailed no later than 10/15/1998 (first 10 working days in October).

DISTRICT AND BRANCH CASHIERING OFFICES

Metro Office

201 N. Figueroa St., 4th Floor, Counter G
 Los Angeles, CA 90012-2623
 (213) 482-6950

Van Nuys District Office

6262 Van Nuys Blvd., Suite 251
 Van Nuys, CA 91401-2709
 (818) 374-4300

West Los Angeles District Office

1828 Sawtelle Bl., 2nd Floor
 West Los Angeles, CA 90025-3199
 (310) 575-8136

South Los Angeles Branch Office

8475 S. Vermont Ave, 2nd Floor
 Los Angeles, CA 90044-3448
 (213) 789-2776

San Pedro Branch Office

638 S. Beacon St., Room 276
 San Pedro, CA 90731-3331
 (310) 732-4568



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

Prepared on 9/2/1998, Last Revised on 6/21/05

This is an ASCII fixed-length file containing either building or mechanical 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 disk to the General Analysis group at (213) 482-6755. **The file is distributed in compressed form, and instructions for decompressing it have been provided at the end of this record layout.**

FIELD NO.	FIELD NAME	START COLUMN	LENGTH
1	Assessor Book	1	4
2	Assessor Page	5	3
3	Assessor Parcel	8	3
4	Tract	11	80
5	Block	91	6
6	Lot	97	40
7	Reference # (Old Permit #)	137	9
8	PCIS Permit #	146	15
9	Permit Type	161	30
10	Permit Sub-Type	191	30
11	Permit Category	221	30
12	Project Number	251	6
13	Event Code	257	24
14	Initiating Office	281	8
15	Issue Date	289	8
16	Address Start	297	5
17	Address Fraction Start	302	3
18	Address End	305	5
19	Address Fraction End	310	3
20	Street Direction	313	2
21	Street Name	315	40
22	Street Suffix	355	4
23	Suffix Direction	359	5
24	Unit Range Start	364	10
25	Unit Range End	374	10
26	ZIP Code	384	9
27	Work Description	393	70
28	Owner Name	463	32
29	Owner Address Number	495	5
30	Owner Address Fraction	500	3
31	Owner Street	503	40
32	Owner Unit	543	10
33	Owner City/State	553	28
34	Owner ZIP	581	9
35	Owner Telephone	590	15
36	Valuation	605	15
37	Floor Area (LA Zoning Code Definition)	620	12
38	# of Units	632	12
39	# of Stories	644	12
40	Contractors Business Name	656	65
41	Contractor Address	721	40
42	Contractor City	761	25
43	Contractor State	786	2
44	Contractor Phone	788	15
45	License Type (Class Code)	803	3
46	License #	806	8

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

Prepared on 9/2/1998, Last Revised on 6/21/05

FIELD NO.	FIELD NAME	START COLUMN	LENGTH
47	Principal First Name	814	15
48	Principal Middle Name	829	12
49	Principal Last Name	841	35
50	License Expiration Date	876	8
51	Existing Use Code	884	2
52	Proposed Use Code	886	2
53	Applicant First Name	888	15
54	Applicant Last Name	903	15
55	Applicant Business Name	918	30
56	Applicant Relationship	948	20
57	Applicant Address 1	968	30
58	Applicant Address 2	998	30
59	Applicant Address 3	1028	30
60	Applicant Telephone	1058	15
61	Zone	1073	50
62	Occupancy	1123	30
63	Floor Area (LA Building Code Definition)	1153	12
64	Census Tract	1165	8
65	End of Record	1173	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	

INSTRUCTIONS FOR EXTRACTING/DECOMPRESSING A COMPRESSED FILE:

The PCIS permit 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 PCIS file:

- 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 diskette and 30Mb free to copy two diskettes. You will receive a "write error" message if your hard drive does not contain enough free space.
- Copy the "EXE" file ('BLDGMMYY.EXE' for building permit data, and 'MECHMMYY.EXE' for mechanical permit data) to your PC hard drive. 'MMYY' represents the permit issue month and year of the permits found in the file. For example, BLDG0898 is the file containing building permit data for permits issued during August 1998; and MECH0998 is the file containing mechanical permit data for the permits issued during September 1998.
- 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.
- 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*.
- 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.
- 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
- The Text File should appear on the screen. You can add heading columns and adjust the column widths if needed.