

DATE: \_\_\_\_\_ Q-MATIC TICKET # \_\_\_\_\_

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

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

REFERRED BY : ..... Telephone # : ..... (LADBS staff member use only)

FAXING OPTIONS: *Records Counter, LADBS* *Fax to one of the numbers below (check one):*

(213) 482-6862  (818) 374-5013  
*Metro Office Van Nuys Office*  
 201 N. Figueroa St., Room 110 6262 Van Nuys Blvd., 2<sup>nd</sup> floor  
 Los Angeles, CA 90012 Van Nuys, CA 91401

PROPERTY ADDRESS(ES): *Please research the following addresses* ( *IN PERSON: One Address submitted at a time* )  
 ( *FAXING: Up to 3 addresses per request* )

\_\_\_\_\_

\_\_\_\_\_

Use of Existing Building:  SFD/ DUPLEX  APARTMENT  CONDOMINIUM  COMMERCIAL

COMMENTS: Reason for the Records Request:

\_\_\_\_\_

\_\_\_\_\_

**Information Requested:**

*Copies of All Documents are \$1.50 per page (excluding blueprint copies)*

*Blueprints ( \$8.00 for the service and \$1.00 per page \* )*

*Select from the following by checking the box next to it - for further clarification of request, use comments box*

**Not all addresses have all types of Records specified here.**

**To reduce time and money, please be specific on the record(s) you are requesting.**

<p><b>BUILDING PERMITS</b></p> <p><input type="checkbox"/> Original Only</p> <p><input type="checkbox"/> Additions/ Remodeling</p> <p><input type="checkbox"/> Change of Use</p> <p><input type="checkbox"/> Tenant Improvement ( TI )</p> <p><input type="checkbox"/> Plot Plan</p> <p><input type="checkbox"/> Use of Land</p> <p><input type="checkbox"/> Sign</p> <p><input type="checkbox"/> Grading</p>	<p><b>CERTIFICATES OF OCCUPANCY</b></p> <p><input type="checkbox"/> Original</p> <p><input type="checkbox"/> Others</p>	<p><b>GRADING DOCUMENTS</b></p> <p><input type="checkbox"/> Soils/ Geo Report</p> <p><input type="checkbox"/> Grading Pre-Inspection (GPI)</p>	<p><input type="checkbox"/> LADBS ADMINISTRATION APPROVAL/ MODIFICATIONS</p> <p><input type="checkbox"/> BOARD FILES</p>
<p><input type="checkbox"/> MECHANICAL PERMITS 1985 - 1990 and 1997 - Present</p>	<p><input type="checkbox"/> ELECTRICAL PERMITS 1985 - 1990 and 1997 - Present</p>	<p><b>VIOLATIONS/ ORDERS</b></p> <p><input type="checkbox"/> Open: _____</p> <p><input type="checkbox"/> Closed: _____</p>	<p><input type="checkbox"/> BLUEPRINTS *</p> <p>( * See reverse side )</p>

<p><input type="checkbox"/> AFFIDAVITS/ Z.I.NO. _____</p>	<p><b>For Office Use Only:</b></p> <p>_____PCIS _____IDIS</p>
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\*If Blueprints are sent to a graphics company for copying, the Service Fee is **\$15.00** and the cost per page is determined by that company.  
 No plans available for Single Family Dwellings and Commercial buildings 3 stories and under, prior to 1978.

To obtain copies of blueprints on file, the following must be submitted:

1. A release letter from the current owner.
2. A release letter from the architect and/or engineer whose stamp is on the plans.
3. A copy of the current owner's Grant Deed.

## 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 are \$1.50 per page (excluding blueprint copies)
- 2) Send your check to one of the following addresses:  
**Metro Office**, 201 N. Figueroa St., Room 110, Los Angeles, CA 90012  
**Van Nuys Office**, 6262 Van Nuys Blvd, 2<sup>nd</sup> floor., 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.
- 3) You may pay and pick up requested records in person at the respective office. We accept cash, checks, Visa, Mastercard, American Express and Discover.
- 4) You may choose to leave your request with counter personnel for processing for later pick-up or faxing. We will call you to inform you when the research is done and the cost. 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 or this form, please contact our Customer Call Center at the following numbers: 888-LA4-BUILD (within L.A. County) or (213)482-0000 (calls originating from outside of L.A. County).

### DEPARTMENT OF BUILDING AND SAFETY (LADBS) RECORDS SECTION

#### WHAT WE MAY HAVE

- **BUILDING PERMITS - New, Additions, Alterations, Rehab, Demolition**
- **CERTIFICATE OF OCCUPANCY - From 1946**
- **RANGE FILES - Any Violations/Orders to Comply on a Property**
- **PLOT PLANS - Small size site plan on the back of a Building Permit**
- **GEOLOGY/SOILS REPORT - Reports approved by the Grading Section**
- **AFFIDAVITS - LADBS Affidavits: Lot Ties, Off-Site Parking, Maintenance of Building, etc.**
- **BOARD FILES - Action taken by the Board of LADBS**
- **ADMINISTRATIVE APPROVALS/ MODIFICATIONS - By LADBS**
- **ELECTRICAL, PLUMBING, MECHANICAL PERMITS - Only available from 1985 - 1990 and 1997 to present.**

#### WHAT WE DO NOT HAVE

- **INSPECTOR SIGN OFF CARDS**
- **VIOLATIONS WITHIN THE LAST 12 MONTHS**
- **SEPTIC TANK PERMITS/UNDERGROUND TANKS**
- **CONDITIONAL USE PERMITS**
- **ENVIRONMENTAL INFORMATION**
- **POLICE PERMITS/BUSINESS LICENSE**
- **PROPERTY OWNERS/GRANT DEEDS**
- **BLUEPRINTS - For Electrical and Plumbing**
- **SANBORNE MAPS**
- **ZA, CPC ( Contact LA City Department of City Planning )**