## 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

**LA DBS**
**DEPARTMENT OF BUILDING AND SAFETY**

**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 16th (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 DATA – SYSTEM SOURCE | QTY | 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) | | | | |
| | | Purchase Month | 6 Months - Start Month | 12 Months - Start Month | | U.S. MAIL | E-MAIL |
| **BUILDING – PCIS** | | | | | | | |
| **MECHANICAL – PCIS** | | | | | | | |
| **CERTIFICATE OF OCCUPANCY FOR BUILDING DATA - PCIS** | | | | | | | |
| **CODE ENFORCEMENT CASES (CASE) – CEIS** | | | | | | | |
| **CUSTOMER SERVICE REQUESTS (CSR) - CEIS** | | | | | | | |
| **TOTAL COST** | | | | | | | |

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### 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

**CITY LA DBS**
**DEPARTMENT OF BUILDING AND SAFETY**

**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)**

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### 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 16th (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 | 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:<br><br>Los Angeles Department of Building and Safety<br>Attn: Cashiers<br>201 N. Figueroa St., 4th Fl-Counter G<br>Los Angeles, CA 90012<br><br>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. |
| E-mail<br><br>This option is only for customers with an e-mail address. | The customer can deliver or fax a completed "Request to Purchase PCIS/COFO/CEIS Data" form (include a **complete e-mail address**) 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):<br><br>Los Angeles Department of Building and Safety<br>Attn: Cashiers<br>201 N. Figueroa St., 4th Fl-Counter G<br>Los Angeles, CA 90012<br><br>After receiving the completed "Request to Purchase PCIS/COFO/CEIS Data" form and payment, the file will be e-mailed to the **e-mail address** or mailed to the address provided by you on the "Request to Purchase PCIS/COFO/CEIS Data" form. |

**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* <u>*10 working days*</u> *after receiving payment for the data* <u>*and*</u> *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**

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

<u>Van Nuys District Office</u>
6262 Van Nuys Blvd., Suite 251
Van Nuys, CA 91401
(818) 374-4300/(818) 374-4310 (Fax)

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

<u>South Los Angeles Branch Office</u>
8475 S. Vermont Ave, 2nd Floor
Los Angeles, CA 90044
(323) 789-2776/(323) 789-2777 (Fax)

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

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 | 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 | |
| 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
1 - Single-Family Residence
2 - Duplex
3 - Airport
4 - Amusement
5 - Apartment
6 - Church

7 - Private Garage
8 - Public Garage
9 - Gas Service Station
10 - Hospital
11 - Hotel
12 – Manufacturing
13 - Office

14 - Public Administration
15 - Public Utilities
16 - Retail
17 – Restaurant
18 – School
19 – Signs
20 – Swimming Pool/Spa

21 - Theater
22 – Warehouse
23 – Misc. Bldg or Struct.
24 - Mobile Home
26 – Temporary Struct.
27 – Artists-in-Residence
35 – Condominium

52 – Foundation Only
60- Grading/Non-Hill
70- Grading/Hillside

**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
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.

**LA DBS**
DEPARTMENT OF BUILDING AND SAFETY

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 | 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). |
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| 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. |
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| 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 | |
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| 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
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2 - Duplex
3 - Airport
4 - Amusement
5 - Apartment
6 - Church

7 - Private Garage
8 - Public Garage
9 - Gas Service Station
10 - Hospital
11 - Hotel
12 – Manufacturing
13 - Office

14 - Public Administration
15 - Public Utilities
16 - Retail
17 – Restaurant
18 – School
19 – Signs
20 – Swimming Pool/Spa

21 - Theater
22 – Warehouse
23 – Misc. Bldg or Struct.
24 - Mobile Home
26 – Temporary Struct.
27 – Artists-in-Residence
35 – Condominium

52 – Foundation Only
60- Grading/Non -Hill
70- Grading/Hillside


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1. Download and install WinZip: http://www.download.com/WinZip/3000-2250_4-10454671.html?tag=lst-0-1
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### For Users of Windows XP
1. Download the attachment and double-click the file.
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**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.

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 | |
| 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 | 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
1 - Single-Family Residence
2 - Duplex
3 - Airport
4 - Amusement
5 - Apartment
6 - Church

7 - Private Garage
8 - Public Garage
9 - Gas Service Station
10 - Hospital
11 - Hotel
12 – Manufacturing
13 - Office

14 - Public Administration
15 - Public Utilities
16 - Retail
17 – Restaurant
18 – School
19 – Signs
20 – Swimming Pool/Spa

21 - Theater
22 – Warehouse
23 – Misc. Bldg or Struct.
24 - Mobile Home
26 – Temporary Struct.
27 – Artists-in-Residence
35 – Condominium

52 – Foundation Only
60- Grading/Non -Hill
70- Grading/Hillside

## 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
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.

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 [1] | Case Group | Varchar | 6 | LADBS Code Enforcement Section. |
| 4 | Address House Number | Varchar | 6 | Building number (i.e. **201**½ N. Figueroa St.). |
| 5 | Address House Fraction Number | Varchar | 16 | Building number fraction (i.e. 201**½** 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. **Figueroa** St.). |
| 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 [2] | 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 [3] | Status of Case | Varchar | 1 | Status of case. |

**[1] 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 |

**[2] 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 |

**[3] 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.

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., **201**½ N. Figueroa St.). |
| 4 | Address House Fraction Number | Varchar | 16 | Building number fraction (i.e., 201**½** 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., 201½ N. **Figueroa** St.). |
| 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 [1] | 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 [2] | 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 | Varcahr | 9 | Case number related to CSR. |
| 19 | Response Days | Number | | Number of business days it took to respond to a CSR. |

**[1] CSR Priority**

1 - High
2 - Medium
3 - Low

**[2] 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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