



**Building and Safety
Permit Service Center**

This form is required to locate Building and Safety permit records.

This form may be submitted by email or in person. City staff will determine if plans and/or permit records are available in the permanent archives and respond by email or phone in approximately two weeks.

Plans are available for viewing only. To receive copies of plans, permission must be obtained from the property owner and design professional of record using the **Requirements to Obtain Copies of Plans** packet.

The City of Berkeley is not required to keep plans or permit records.

Building and Safety
1947 Center St. 3rd floor
Berkeley, CA 94704
510-981-7440 TTY 6903
buildingandsafety@berkeleyca.gov

RECORDS RETRIEVAL REQUEST

Project Information

Permit #:

Address:

Requestor Information

Owner Buyer Agent Other:

Name:

Phone #:

Address:

City/St/Zip:

Email:

Is this for? *(select one)*: Records Request Microfiche Request

Records Request Details FOR BUILDING AND SAFETY RECORD ONLY

Check all that apply:

Plans *(for viewing only)* Notices of Violations Building Permit Records

Purpose of Request:

Preferred Delivery Method

Email *(PDF Format)* Pick Up Mail

Provide USB thumb drive to obtain files *(free of charge)*

Schedule an appointment to view plans *(if available)*

I understand that there is no guarantee that records will be located and that the City is not required to keep all plans, nor copies of originally issued permits. For example, Section 19850 of the Health and Safety Code exempts a jurisdiction from retaining plans for single family homes that are less than three stories.

I understand that any sets of plans located will be for viewing only, and if I want copies, copyright laws require written permission from the owner AND registered design professional of record and that I will need to complete a **Requirement to Obtain Copies of Plans** packet, and that copying services fees from an outside agency will apply. I understand that if I request to view plans, I will be contacted for an appointment to view the records if they are located.

Requestor Signature _____

Date _____

Office Use Only:

Paper Copies: @ \$0.10 each = \$ Code (P341)

Customer's personal flash drive *(no charge)*

Received By: _____

Processed: _____