



****FEE INCREASE JULY 12, 2021 TO \$94.00****

Application for Report of Residential Building Record

Property Address: _____

Assessor's Parcel Number (if known): _____

Owner of Property: _____

Telephone Number: _____

Applicant Name: _____

Telephone Number: _____

Address: _____
(if other than owner)

Completed report should be (please complete one of the following):

- Picked-up at the Permit Center (Telephone Number): _____
- Faxed to (Fax Number): _____
- Mailed to (Address): _____
- Email (Address): _____

Important Information for Applicant

A Report of Residential Building Records is required to be delivered to the buyer prior to the conclusion of a sale or transfer of a residential building (Ordinance No. 715).

It is the responsibility of the seller to ensure that the dwelling is equipped with a chimney spark arrestor and smoke detectors at the time of sale (Ordinance No. 1388).

Smoke detectors shall be mounted on the ceiling or wall (per smoke detector installation requirements) in the sleeping rooms, and on the ceiling or wall at a point centrally located in the corridor or area giving access to the rooms used for sleeping purposes. Where sleeping rooms are on an upper level, the smoke detector shall be placed at the center of the ceiling directly above the stairway. Smoke detectors may be battery operated when installed in existing buildings.

I have read the above information: _____

Signature of Applicant

Date

Application fee of \$94 is due at time of application (we do not bill escrow) Received by: _____ Dated Rec'd: _____

Print Applicant Name: _____

Applicant's Signature: _____

Call for CREDIT CARD PAYMENT – 925-960-4410