



**Building and Safety
Permit Service Center**

This form is required to locate Building and Safety records for permits dating from 1992 to the present.

The address and permit number are required to locate permit records. A summary of permits for a property can be found at: berkeley.buildingeye.com

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 within ten business days.

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@cityofberkeley.info

RECORDS RETRIEVAL REQUEST

Property Information

Address:

Permit #:

Record Request Details FOR BUILDING AND SAFETY RECORDS ONLY

Check all that apply:

Plans (for viewing only)

Notices of Violations

Building Permit Records

Other:

Purpose of Request:

Preferred Delivery Method

Email (PDF format)

Pick up

Mail

Fax

Purchase a flash drive or CD containing requested files for \$10.00

Schedule an appointment to view plans

Requestor Information:

Owner

Buyer

Agent

Other:

Name:

Phone:

Address:

City/ST/Zip:

Email:

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 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