



**RECORDS REQUEST FORM** LEFT MSG \_\_\_/\_\_\_  
**RECORDS MANAGEMENT DIVISION**  
**DEPARTMENT OF BUILDING INSPECTION**  
 1660 Mission St. 4<sup>th</sup> Floor, San Francisco, CA 94103  
 Phone: (415) 558-6080 Fax: (415) 575-6875 www.sfdbi.org

**READY** \_\_\_\_\_ until \_\_\_\_\_

Monday-Friday, business hours **7:30 AM - 4:00 PM**  
 Request available for **two weeks only**.

*Copies of records will be destroyed if not picked up within given timeframe.*  
*Fax requests received after 2:00 p.m. will be confirmed the next business day.*

**Property Information**

<b>Requested Street Address:</b>	<b>Unit, Floor, etc.</b>
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Corner building? <input type="checkbox"/> Yes <input type="checkbox"/> No Other possible addresses:	Building Occupancy	<input type="checkbox"/> 1-2 Family <input type="checkbox"/> High Rise <input type="checkbox"/> Other (Specify):	<input type="checkbox"/> Apartment <input type="checkbox"/> Warehouse	<input type="checkbox"/> Condominium <input type="checkbox"/> Mixed Use <input type="checkbox"/> Commercial (Specify): <input type="checkbox"/> Bank
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**Applicant Information**

<b>Name:</b>	<b>Signature:</b>
<b>Address:</b>	<b>Phone</b> (area code and extension):

**Building Records**

**VIEW** OR  **PRINT**  
 All jobs \$100.01 - \$199.99 require prior authorization to printing.  **OK to process** \_\_\_\_\_ (applicant initial).  
 All jobs \$200.00 and over require deposit. Prints will be ready 6 business days after all necessary items are received.

<input type="checkbox"/> Original Building Permit (New Construction) <input type="checkbox"/> ALL Building Permit Applications ( <input type="checkbox"/> Front & Back or <input type="checkbox"/> All Sheets) <input type="checkbox"/> ALL Advertisement Sign Permit Applications <input type="checkbox"/> ALL Building Permit Job Cards <input type="checkbox"/> Certificate of Final Completion/Occupancy (CFC) <input type="checkbox"/> ALL, <input type="checkbox"/> NC, <input type="checkbox"/> Latest	<input type="checkbox"/> ALL Electrical Permits <input type="checkbox"/> ALL Plumbing Permits / Mechanical Permits <input type="checkbox"/> Notice of Violations / Complaints <input type="checkbox"/> ALL, <input type="checkbox"/> Active <input type="checkbox"/> Other (Specify) :
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**Building Plans**

**VIEW – ALL PLANS ARE FOR VIEW FIRST ONLY**

<input type="checkbox"/> Original Building Plans (New Construction) <input type="checkbox"/> ALL Advertisement Sign Plans <input type="checkbox"/> ALL Building Plans	<input type="checkbox"/> Other (Specify):
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**Additional Comments**

**For Office Use Only**

Block	Lot	Year Built	Researched By / Date	Completed By / Date
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<b>VIEW</b>	Aperture	Diaz	Rolls	CTS	DivApps-Bldg	Electrical	Plumbing	PV-Bldg	Electrical	Plumbing	PV-plans
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<b>PRINTS</b>	A. Cards	Amount	Permits-PV	Amount	16mm	Amount	Fees Charged per the San Francisco Building Code.				
		\$		\$		\$					

\$ _____	\$ _____	\$ _____		
Total	Deposit/Date	Balance Due		By: _____

- |   |   |
|---|---|
| <input type="checkbox"/> Check #<br><input type="checkbox"/> Cash<br><input type="checkbox"/> Credit Card | <input type="checkbox"/> Check #<br><input type="checkbox"/> Cash<br><input type="checkbox"/> Credit Card |
|---|---|