



How to Get Copies of Permits, Licenses, and Permit Documents

Zoning

Complete Zoning records may be accessed through [Atlas](#). Searching is easy—enter the address, select the ‘Licenses & Inspections’ tab and scroll down to ‘Zoning Permit Documents’.

Construction Permits

- Permit information from 2006 to present can be accessed through [Atlas](#). Searching is easy—enter the address, select the ‘Licenses & Inspections’ tab.
- Copies of permits from 2006 to present may be requested by submitting the [Copy Request Form](#) and required payment*.
- Copies of any plans on file may be requested by the owner or the owner’s agent by submitting the [Plan Request Form](#) and required payment*.
 - If you are not the property owner or the permit applicant/contractor, and are requesting copies of the plans, then you must submit a letter of authorization from the owner along with the Plan Request Form.

Note: *Plans processed prior to 2004 were not retained by the Department of L&I unless associated with a Building Variance or major project.*

***For copy services that require payment, review the [accepted forms of payment](#).**

Certificates of Occupancy

The existence and availability of a certificate of occupancy is based upon construction date.

- Most buildings constructed prior to 1969 or used as a single-family dwelling do not have a certificate of occupancy. Please review the [Code Bulletin](#) for more information.
- For 1969 - 2006, all certificates retained by the Department may be found in the zoning file, available on [Atlas](#). Searching is easy—enter the address, select the ‘Licenses & Inspections’ tab and scroll down to ‘Zoning Permit Documents’.
- For 2006 - present, a duplicate certificate may be obtained by submitting the [Copy Request Form](#) and required payment*. The requestor is required to identify the associated building permit number, which may be searched on [Atlas](#).

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Lawful Occupancy Sign

- Any sign retained by the Department may be found in the zoning file, available on [Atlas](#). Searching is easy—enter the address, select the 'Licenses & Inspections' tab and scroll down to 'Zoning Permit Documents'.
- [View the steps](#) to file for a new or replacement Lawful Occupancy Sign.

Licenses

- Current license information may be searched through [Atlas](#).
- Copies of a current license may be obtained by submitting the [Copy Request Form](#) and required payment*.

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Violations

Violation history may be searched through [Atlas](#).

To obtain a copy of a violation, please visit the Permit and License Center** (1401 John F. Kennedy Blvd., Municipal Services Building, Public Service Concourse).

*****The Permit and License Center is open 8 a.m. to 3:30 p.m., Monday through Friday. However, offices close at Noon on the last Wednesday of each month.***