

REQUEST FORM FOR BUILDING FILES

Applicant's Name: _____

Phone Number: _____ E-mail: _____

Request Submitted By: Property Owner Agent / Representative

Owner's Authorization Letter Submitted (*required*): Yes No

Property Address: _____

Permit or Plan Number (required if prior to 2004): _____

Brief Description of Search Data: _____

NOTE: Since 2004, all plans submitted to L&I are scanned and saved electronically. Plans processed prior to 2004 were not retained unless associated with a variance from the Board of Building Standards or associated with major projects.

Flash Drive Provide: Yes No Request File to be E-mailed: Yes No (*Maximum 10 pages*)

Applicant's Signature: _____

Fee: \$50.00 per download of file search request is required (*Payable by Check or Money Order*)

Department of Licenses and Inspections (*Official Use Only*)

Amount Paid: _____ Check/Receipt Number: _____ Date: _____