



**Building and Safety
Permit Service Center**

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

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 five 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.

Permit Service Center
1947 Center St. 3rd floor
Berkeley, CA 94704
510-981-7500 TTY 6903
permits@cityofberkeley.info

MICROFICHE REQUEST FOR PERMIT RECORDS

Property Information

Permit #:

Address:

Requestor Information:

Owner Buyer Agent Other

Name:

Phone:

Address:

City/ST/Zip:

Email:

Is this for?(select one):

Records Retrieval Request

Microfiche Request

Preferred Delivery Method

Email (PDF format)

Office Use Only

Paper copies: @ \$ 0.10 each = \$ (Code P341)

Customer's personal flash drive (no charge)

Received by:

Processed: