



**Building and Safety
Permit Service Center**

Please Note:

This form is only to be used to request an investigation of alleged unpermitted construction. For other requests, please contact 3-1-1.

Anonymous submittals may not be prioritized if there is insufficient information to pursue an investigation. The Building Official has the authority to prioritize a request for service as deemed necessary and/or appropriate.

Please be aware that permission to enter a private property must be given by the owner in order to investigate inaccessible areas.

Building and Safety
1947 Center St. 3rd floor
Berkeley, CA 94704
510-981-7440 TTY 6903
buildingandsafety@berkeleyca.gov

REQUEST FOR SERVICE

Investigation of Unpermitted Construction

Details of the Alleged Unpermitted Construction

Address: _____

Clearly describe your concern:

Why do you believe it is unpermitted construction?

You may search for issued building permits at the following link <https://berkeley.buildingeye.com/>

Complainant Information *(required, see side bar for more information)*

Owner Tenant Neighbor City Agency Other: _____

Name: _____ Phone: _____

Address: _____

City/St/Zip: _____

Email: _____

Complainant Signature Date

Office Use Only:

Inspector: _____ Priority: _____ Action Due by: _____

Action: Posted NOV Posted 2nd NOV NFA Other

Notes:

Investigating Building Inspector's Signature Date

Building Official or Designee's Signature Date