



Records Request Form

Please Note: All records requests must be submitted on this form. This may be mailed, faxed, or turned in at the counter. Copies of documents are generally available within three business days of receipt of request.

OFFICE HOURS: Mon-Thur 7:30am-5:30pm Fri 8:00am-5:00pm

A minimum fee of \$25.00 per address will be assessed for all research requests without copies.

DATE: _____ **TELEPHONE #:** _____ **FAX #:** _____

PROPERTY ADDRESS: _____

NAME of REQUESTOR: _____ **Email:** _____

MAILING ADDRESS: _____

FAXING OPTIONS: Records Counter fax (310)396-6473

MAILING REQUESTS: Building and Safety/Records Section
1685 Main St. Room 111
Santa Monica, Ca 90401

DOWNLOAD THE FORM FROM: www.smgov.net under Building and Safety – Forms.

USE OF BUILDING **SFD/DUPLEX** **APT** **CONDO** **COMMERCIAL**

BUILDING PERMITS

CERTIFICATE OF OCCUPANCY

SIGN OFF CARDS

Specify: _____

Original Only

Original

MECHANICAL PERMITS

Specify: _____

Additions/Remodeling/TI

Other _____

ELECTRICAL PERMITS

Specify: _____

Plot Plans

Sign

Foundation Only

CODE COMPLIANCE VIOLATIONS/ORDERS

Specify: _____

Other _____

BLUEPRINTS/PLANS*

STRUCTURAL CALCS*

GRADING DOCUMENTS*

***NOTE:** All documents that bear a seal require release from the architect and/or engineer of record and current owner.

***You can obtain the release forms from records staff in the office or online at www.smgov.net – B&S - Forms**

FEES: **Reproduction of documents (excluding blueprint): \$101.33/ hour plus \$.25 cents/page for copies.**

Blueprints: \$152.00 service fee and \$3.00 per page for copies.

Plans on Compact Disc: \$152.00 service fee plus \$5.00 for the disc.

Office Use Only:

Date Order Filled: _____ Filled By: _____ # of Copies: _____

Copy Breakdown: _____ Required Fees: _____

Fee Estimate for lengthy requests: _____ Explain: _____

Signature of Requestor: _____