



COMMUNITY DEVELOPMENT DEPARTMENT

1666 N. Main Street, 2nd Floor
 Walnut Creek, CA 94596
 (925) 943-5899 ext. 2221
 (925) 256-3500 fax
buildingtech@walnut-creek.org

FOR OFFICE USE ONLY:

REC# _____
 Entered By: _____
 Assigned To: _____
 Closed Date: _____
 Notified Date: _____

RECORDS RESEARCH REQUEST FORM

To expedite your request, please ensure this form is complete.

DATE:	
SITE ADDRESS FOR RESEARCH: <i>(one address per request please)</i>	
APN: <i>(if available)</i>	
YOUR NAME:	RELATIONSHIP TO ADDRESS: <input type="checkbox"/> OWNER <input type="checkbox"/> CONSULTANT <input type="checkbox"/> POTENTIAL BUYER <input type="checkbox"/> OTHER _____
YOUR ADDRESS: <i>(w/ City, State & Zip)</i>	
PHONE NUMBER:	FAX NUMBER:
E-MAIL ADDRESS:	
PREFERRED METHOD OF CONTACT: <input type="checkbox"/> Phone <input type="checkbox"/> E-Mail	

INFORMATION REQUESTED

<input type="checkbox"/> Entire Permit History	<input type="checkbox"/> Specific Permit History	<input type="checkbox"/> Environmental Assessment <i>(SEE #5 BELOW)</i>
Please give a description of what you are looking for:		
COPIES OF: <input type="checkbox"/> Permits	<input type="checkbox"/> Plans <i>(see note below item #3 & #4 below)</i>	<input type="checkbox"/> Summary of Permits
DELIVERY METHOD: <input type="checkbox"/> Mail	<input type="checkbox"/> In-person	<input type="checkbox"/> Verbally <input type="checkbox"/> E-mail

TERMS AND CONDITIONS:

1. Research is provided on a first-come-first-serve basis. During busy periods or staffing shortages, requests may not be completed on the same day. If we cannot assist you on the same day, a Permit Technician will contact you within three (3) to ten (10) working days, depending on available staffing, to let you know when the request will be completed.
2. Fees for services are payable by cash, check, VISA or MASTERCARD. A Permit Technician will notify applicant with estimate of charges prior to printing any documents. Costs for services are on page 37 without our Current Fees & Charges, located on our website.
3. When requesting copies of plans, current homeowner written permission is required. **The applicant must obtain the Owner's authorization PRIOR to submitting for research.**

NOTE: THE CITY OF WALNUT CREEK MAY NOT HAVE PLANS FOR PROJECTS PRIOR TO 1985.

4. If a licensed architect or engineer has stamped the plans, State Law requires the department to request permission before making the plans available to you. This process may take up to thirty (30) calendar days. Once permission is granted, the Permit Technician will print the documents. The printing process may take a few days, depending on the size of the project.

NOTE: THERE IS A \$26.00 ADMINISTRATIVE FEE FOR PROCESSING EACH AFFIDAVIT. EACH LETTER OF RELEASE SENT OUT MUST BE SENT BY CERTIFIED MAIL. APPLICANT SHALL PAY ALL CERTIFIED MAILING FEES AND AFFIDAVIT PROCESSING FEE PRIOR TO MAILING LETTERS OF RELEASE.

CONTINUED ON NEXT PAGE...

5. For Environmental Assessments, the Permit Technicians can generate a report for history from 2001 to present. If the information that you are requesting is prior to 2001, the Permit Technician will pull the microfiche for that property for you to come view.
6. If there is no activity on your request for 30 days (unless have started the affidavit process), your request will be closed. In order to continue with your application process, you will need to resubmit a new application.
7. Incomplete applications will not be processed.

OWNER'S AUTHORIZATION TO RELEASE PLANS:

I CERTIFY THAT I AM THE LEGAL PROPERTY OWNER OF THE ABOVE MENTIONED ADDRESS AND THAT I AUTHORIZE THE RELEASE OF PLANS TO THE APPLICANT.

Signature of Owner

Date

Printed Name of Owner

Daytime Phone Number

Address

City/State/Zip

APPLICANT'S ACKNOWLEDGEMENT:

BY SIGNING THIS FORM, YOU, AS THE APPLICANT, ACKNOWLEDGE THAT ANY FEES THAT ARE ASSOCIATED WITH THIS RECORDS REQUEST ARE YOUR RESPONSIBILITY. AFTER NOTIFICATION FROM A PERMIT TECHNICIAN THAT THE RECORDS REQUEST IS COMPLETE, THE APPLICANT HAS THIRTY CALENDAR (30) DAYS TO PICK-UP AND PAY FOR YOUR REQUEST. AFTER THIRTY DAYS, THE REQUEST WILL BE SENT TO COLLECTIONS IF ANY BALANCE IS DUE.

Signature of Applicant

Date

PERMIT TECHNICIAN NOTES:

Address Element Key: _____