



**Building and Safety  
Permit Service Center**

The City of Berkeley has scanned and digitized all Microfiche film containing permit records. Permit records may be viewed on computers in the Permit Service Center, and requested in digitized or printed format using this form.

Microfiche requests for permit records exclude copyright protected plans drawn by licensed design professionals. To view copyright protected plans, complete a **Records Retrieval Request** form. To obtain copies of copyright protected plans, see the **Requirements to Obtain Copies of Plans** guidelines and **Application for Duplicate Plans** forms.

**Permit Service Center**  
1947 Center St. 3<sup>rd</sup> floor  
Berkeley, CA 94704  
510-981-7500 TDD 7450  
[permits@cityofberkeley.info](mailto:permits@cityofberkeley.info)

# MICROFICHE REQUEST FOR PERMIT RECORDS

**Property Address:**

**Preferred Format:**

- Purchase a flash drive or CD containing requested files for \$10.00
- Provide a flash drive and load the files free of charge
- Paper copies less than 50 pages at \$0.10 per page

**Preferred Delivery Method:**      Pick-Up                  Mail (include mailing address below)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address:

City, State, Zip:

**For mailed requests:** payment may be submitted by check or processed over the phone. Allow approximately 3 to 5 business days for processing. *Do not send cash in the mail.*

**Office Use Only**

CD/Flashdrive:                  @ \$10.00 each = \$                  (Code P250)

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

Customer's personal flash drive: No Charge

Request Received: \_\_\_\_\_ Name: \_\_\_\_\_

Processed:                          In person                  Mailed                  Called for pickup