



**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.

# MICROFICHE REQUEST FOR PERMIT RECORDS

**Request Details**

Date:

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:

Address:

City, Zip:

Email:

**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.*

Request will not be processed until payment is received.

**Office Use Only**

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

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

Customer's personal flash drive (no charge)

Staff Name:

Received:

Mailed:

Processed:

Called for pickup:

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[buildingandsafety@  
cityofberkeley.info](mailto:buildingandsafety@cityofberkeley.info)