



**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 plans, complete a **Records Retrieval Request**. To obtain copies of plans, complete the **Requirements to Obtain Copies of Plans** packet.

Permit Service Center
1947 Center St. 3rd floor
Berkeley, CA 94704
510-981-7500 TDD 7450
permits@cityofberkeley.info

MICROFICHE REQUEST FOR PERMIT RECORDS

Request Details

Date:

Site 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:

Email:

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.*

PLEASE NOTE: Request will not be processed until payment is received.

Office Use Only

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

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

Customer's personal flash drive: No Charge

Staff Name:

Received:

Mailed:

Processed:

Called for Pickup: