City of Santa Monica®

Records Request Form

Effective: June 2016

Revised: June 2016

Please Note: Copies of documents are generally available within 10 days of receipt of request.
For all applicable fees please visit http://finance.smgov.net/fees-taxes/fees-rates.

OFFICE HOURS:	Monday-Thursday 7:30am - 5:30pm	Friday 8:00am – 5:00pm	
TELEPHONE:	(310) 458-8355	FAX:	(310) 396-6473
MAILING ADDRESS:	Building and Safety/Records Section 1685 Main Street Room 111 Santa Monica, CA 90401	EMAIL:	eplans@smgov.net

PROPERTY ADDRESS: _____

NAME OF REQUESTOR: _____

MAILING ADDRESS: _____

TELEPHONE #: _____ EMAIL: _____

SIGNATURE OF REQUESTOR: _____ DATE: _____

BULDING PERMITS

☐ Original Building
☐ Additions/Remodel/TI
☐ Foundation Only
☐ Plot Plans
☐ Sign
☐ Other: _____

☐ **ELECTRICAL PERMITS**
Specify: _____

☐ **MECHANICAL PERMITS**
Specify: _____

☐ **PLUMBING PERMITS**
Specify: _____

☐ **SIGN OFF CARDS**
Specify: _____

CERTIFICATE OF OCCUPANCY

☐ Original Building
☐ Other: _____

☐ **CODE ENFORCEMENT VIOLATIONS OR ORDERS**
Specify: _____

☐ **PLANS/BLUEPRINTS*** ☐ **STRUCTURAL CALCS*** ☐ **GRADING DOCUMENTS***

NOTE: All documents that bear a seal require release from the architect and/or engineer of record and current owner. Release forms can be obtained from permit staff in the office or online at www.smgov.net. For all applicable fees please visit http://finance.smgov.net/fees-taxes/fees-rates.

Office Use Only

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

Copy Breakdown: _____ *Required Fees:* _____