



# RESIDENTIAL REQUIREMENTS REPORT REQUEST

Building Inspection Division, 333-90th Street, Daly City, California 94015-1895  
Phone: (650) 991-8061 Fax: (650) 991-8070 Email: buildingdivision@dalycity.org

For Office Use Only	
Date Rec'd	_____
\$150 Paid	
<input type="checkbox"/> Check	<input type="checkbox"/> Cash <input type="checkbox"/> Charge

<b>BUILDING ADDRESS:</b>
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REPORT DELIVERY METHOD:  FAX  E-MAIL  US MAIL  HOLD FOR PICK UP

REQUEST DATE: \_\_\_\_\_

NAME \_\_\_\_\_

PHONE: (    ) \_\_\_\_\_

COMPANY \_\_\_\_\_

FAX: (    ) \_\_\_\_\_

ADDRESS \_\_\_\_\_

E-MAIL: \_\_\_\_\_

CITY \_\_\_\_\_, CA ZIP \_\_\_\_\_

\$150 ENCLOSED

Daly City Ordinance No. 992 requires that prior to entering into an "Agreement of Sale" or exchange of a **residential building of less than three units**, the owner or authorized representative shall obtain from the City a report of the residential building record (3R) showing the regularly authorized use, occupancy and zoning classification of such property. The report shall be delivered to the buyer or transferee of the residential building prior to the consummation of the sale or exchange. The report is valid for six months from date of issuance.

**To obtain the required report**, complete the above boxed area, enclose a check made payable to the City of Daly City in the amount of \$150, and mail this completed request with payment to the Building Division, City of Daly City, 333-90th Street, Daly City, CA 94015-1895. Upon receipt of this form with payment, a computerized search of Building Division records will be conducted and pertinent information entered onto a 3R. A validated copy of the report will be returned to you by e-mail, fax or mail. The report will be completed within five (5) working days of receipt. Please time your request accordingly.

### City of Daly City Residential Resale Requirements

- Property owners are required to ensure that at least one window in each bedroom has no security bars, or that existing security bars are releasable from the inside.
- Before there can be a resale of any residential unit, smoke and carbon monoxide alarms shall be installed according to the California Residential Building Code.
- Water heaters located in the garage area must be elevated at least eighteen inches (18") clearance above floor level unless water heater has a sealed combustion system chamber (FVIR type).
- Daly City Municipal Code 15.66, Indoor Water Use Efficiency and Conservation Ordinance, requires written disclosure on pending sales of whether the property includes any non-compliant water efficient plumbing fixtures. If you have any water use questions, please call Water/Wastewater Resources at (650) 991-8200.

*(Sewer lateral inspections at time of sale are **not** currently required.)*

**NOTE:** There has been no physical examination of the property itself. The 3R is compiled from Daly City Building, Planning and Code Enforcement Divisions' records. Only permits issued through our computerized permitting program (generally after January 1989) are listed; prior records are available for viewing in the Building Division offices in City Hall.

<p><b>This report makes no representation that the property is in compliance with the law. Any alteration, construction, occupancy or use of the property other than listed in this report may be illegal and subject to removal or abatement and should be reviewed with the Building Division for compliance. If you require further information, please contact the Building Division at (650) 991-8061.</b></p>
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