

PLEASE PRINT CLEARLY. THIS WILL BE YOUR MAILING LABEL.		REQUEST DATE: _____
BUILDING ADDRESS:		
Name of person requesting report:		
Mail completed report to:		
Name		PHONE: () _____
Company		<input type="checkbox"/> \$45 ENCLOSED
Address		<input type="checkbox"/> FAX: () _____
City _____, CA ZIP _____		



RESIDENTIAL REQUIREMENTS REPORT REQUEST

Building Inspection Division, 333-90th Street, Daly City, California 94015-1895
 (650) 991-8061 FAX: (650) 991-8070

For Office Use Only
Date Rec'd _____
\$45 Paid
<input type="checkbox"/> Check <input type="checkbox"/> Cash <input type="checkbox"/> Charge

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.

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 \$45, and mail this completed request with payment to the Building Division, City of Daly City, 333-90th Street, Daly City, CA 94015-1895.

Effective January 1, 2002, only permits issued after January 1989 will be listed. Permits issued prior to January 1989 are available on microfiche and may be viewed in the Building Inspection Division offices in City Hall.

Upon receipt of this form and payment, a search of post-1989 City records will be conducted and pertinent information entered onto a 3R. A validated copy of the report will be returned to you by mail or fax. The report will be completed within five (5) working days of receipt. Please time your request accordingly.

The report is valid for six (6) months from date of issuance.

Note on Unfinished Permits: *If you know a permit has been finalized, but our records do not reflect this, you may demonstrate this fact to the Building Division by bringing in the signed job card. Our records will then be updated accordingly. If work done under a permit has not received a final inspection or if a signed job card cannot be located, you may schedule an inspection to be performed by a building inspector by first obtaining a permit. In most cases the permit fee will be \$70 (minimum). In some cases, the permit may need to be renewed, at the discretion of the Building Division. Access for the inspection must be provided.*

The inspector will verify the work meets the requirements of the code in effect at the time of construction. Items may be found during the inspection, which may require corrections. If corrections are needed, a reinspection fee will be required and another inspection scheduled and performed. If additional work is required, requisite permits may need to be obtained.

Upon successful completion of the inspection, our records will be updated accordingly. At your request, the 3R report will be revised at no additional charge. (Please allow up to three working days for the revised 3R to be mailed from our office.)

If you require further information, please contact the Building Division at (650) 991-8061.