



RECORD REQUEST - FOR INTER-DEPARTMENT USE ONLY

ALL FIELDS MUST BE FILLED OUT

Records will be sent via interoffice mail unless specified for will call.

1. Requested Address		Block and Lot	New Construction Date
2. Requested By		Phone Number	
3. Department/Division/Agency			
4. Reason for Request			
REQUEST APPROVED BY (All requests require signature approval of Supervisor or Manager)			
5. Print Name		Title	
6. Signature			
RECORDS REQUESTED		You may be asked to VIEW FIRST if there are too many records	
PERMITS, JOB CARDS, CFC		PLANS	
<input type="checkbox"/> Original Application Only (New Construction) <input type="checkbox"/> ALL Building Permit Applications <input type="checkbox"/> ALL Building Job Cards <input type="checkbox"/> Certificate of Final Completion (CFC) <input type="checkbox"/> ALL Electrical Permits <input type="checkbox"/> ALL Plumbing & Mechanical Permits <input type="checkbox"/> ALL Advertisement Sign Permits		<input type="checkbox"/> ALL Plans OR SPECIFIC SHEETS: <input type="checkbox"/> Plot Plan <input type="checkbox"/> Electrical <input type="checkbox"/> Architectural <input type="checkbox"/> Mechanical <input type="checkbox"/> Structural <input type="checkbox"/> Plumbing <input type="checkbox"/> Elevation <input type="checkbox"/> Fire Alarm/Life Safety/Sprinkler	
<input type="checkbox"/> Only this Permit Application(s)			
<input type="checkbox"/> Only this Plan(s) for this Permit Application(s)			
<input type="checkbox"/> Other (Please Specify Ex. Additions, Parking Layouts, Change of Use, 'L' Sheets for PA#, etc.)			
FOR RECORDS MANAGEMENT DIVISION OFFICE USE ONLY			
Notes		Aperture Cards	VIEW
		PV Permits	PRINT
		16mm	
		35mm	
		PV Plans	
		FTP/Original	
		RR #	Date

Records Management Division

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