COUNTY OF RIVERSIDE

BUILDING AND SAFETY DEPARTMENT

ARCHIVED RECORDS REQUEST

A FEE WILL BE CHARGED FOR REQUESTS REQUIRING COPIES OR RESEARCH OF ARCHIVED RECORDS. NORMAL TURN-AROUND TIME TO FILL REQUESTS IS 1-3 WORKING DAYS.

***REQUESTOR'S NAME:**	
COMPANY:	***REQUESTOR'S PHONE NO.:**
Current Mailing address:	**EMAIL ADDRESS:** @

City:	**State:**	**ZIP Code:**	**YEAR BUILT:**

*REQUESTING ALL PERMITS: ☐ YES ☐ NO

If not, specify type of Permit(s):

****ADDRESS TO BE RESEARCHED:**

****ASSESSOR'S PARCEL NO.: APN - -**

**MUST COMPLETE AT LEAST ONE OF THESE FIELDS

ADDITIONAL COMMENTS:

YOU WILL BE CONTACTED AT THE ABOVE-GIVEN PHONE NUMBER WHEN RESEARCH HAS BEEN COMPLETED

DEPARTMENT OF BUILDING AND SAFETY
RECORDS DIVISION
4080 LEMON ST., 2ND FLOOR
P.O. BOX 1629
RIVERSIDE, CALIFORNIA 92502-1629
OUR TELEPHONE NO.: (951) 955-2018 or (951) 955-2017 FAX: (951) 955-2022

records@rctlma.org

Permits issued after July 1997 are available on our web site.
Permits issued before July 1997 are archived records and can be obtained only through a request for records.
Our oldest records date back to approximately 1963.