



STEPS TO OBTAINING PERMIT RESEARCH FOR PROPERTY OWNERS

RESEARCH FEES

No fee for research for property owner or upon providing a letter of authorization from the property owner.

PERMITS ISSUED AFTER 1987

If the permit was issued after 1987, please complete and submit the Permit Research Application form at: <https://lus.sbcounty.gov/building-safety-home/permit-research/>

You can view/print permits and inspections for Building and Safety applications submitted after June 30, 2017. Please watch this [Permit Research Video](#) for instructions and then go to <https://ezop.sbcounty.gov/CitizenAccess/> to perform research.

PERMITS ISSUED PRIOR TO 1987

If a full property permit search is requested by the owner or if permit numbers are unknown, the property owner must submit a copy of their Assessor's Building Record along with the permit research application form.

Obtaining your Assessor Building Record

Property Owner must obtain a copy of their Assessor's Building Record. The Assessor Building Record is released only to the property owner on title or other authentication methods as allowed by the Assessor's office. To obtain your Building Record, contact your Assessor District office. Locate your local district office by visiting: <https://sbcountycarc.org/contact/>

FINDINGS

1. Complete and submit the Permit Research Application form at:
<https://lus.sbcounty.gov/building-safety-home/permit-research/>
2. If we are able to obtain a copy of the permit(s), the document will be emailed to you via email.



PERMIT RESEARCH FREQUENTLY ASKED QUESTIONS

Below are some commonly asked questions regarding our permit research process. We highly recommend reading through the information below prior to submitting your request for research.

❖ Who can request permit research on a property?	<ul style="list-style-type: none"> Any interested party can request permit research on a property with the required information.
❖ What is the cost of a research request?	<ul style="list-style-type: none"> Property Owner or an authorized representative of property owner with a signed letter of authorization from property owner: No Fee Non-Property owner: \$10.00 for first parcel. \$5.00 for each additional parcel.
❖ What is the current wait time for research to be completed?	<ul style="list-style-type: none"> Requests are completed in the order in which they are received. The current wait time for permit research to be completed is 30 business days minimum, and we greatly appreciate your patience. Please keep in mind that we are providing research for the vast area of San Bernardino County.
❖ How will the research be delivered to me?	<ul style="list-style-type: none"> Requests are provided via email unless otherwise requested.
❖ Is there anything that I need to provide to have the research completed?	<ul style="list-style-type: none"> Possibly. Please view the Permit Research Application form (Non-Property Owner and Property Owner request) for all required documents.
❖ When were building permits required in San Bernardino County?	<ul style="list-style-type: none"> Building permits were not required for properties in San Bernardino County prior to County Ordinance 574, which became effective June 1, 1946. Structures built prior to this date would have been exempt from building permits. This exemption is not applicable to those same structures that have been deemed unsafe, had a change of occupancy, or were altered, added on to, or improved from the original, subsequent to June 1, 1946.
❖ My property is now in the City's jurisdiction, but they said to contact your office for permits. Do you have these permits on file?	<ul style="list-style-type: none"> If permits were pulled on the property within a timeframe close to the time a property was annexed into the city, most of the time these permits were transferred to the City office once it was incorporated. However, it is possible that older historical permits are still on microfiche in our office.
❖ Can I do the research myself?	<ul style="list-style-type: none"> You can view/print permits and inspections for Building and Safety applications submitted after June 30, 2017. Please watch this Permit Research Video for instructions and then go to https://ezop.sbcounty.gov/CitizenAccess/ to perform research.
❖ I received my permits and cannot read what it says, can you try to send me a better image?	<ul style="list-style-type: none"> Unfortunately, due to the age of some permits, images may be illegible. The image that was sent in your request is as clear as we could get. Staff strives to obtain the clearest image possible for every request.