



## STEPS TO OBTAINING PERMIT RESEARCH FOR NON-PROPERTY OWNERS

### **RESEARCH FEES**

---

\$10.00 for first parcel

\$5.00 for each additional parcel

### **PERMITS ISSUED AFTER 1987**

---

If the permit was issued after 1987, please complete and submit the Permit Research Application form at <http://cms.sbcounty.gov/lus/BuildingSafety/PermitResearch.aspx>

You can also 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**

---

#### **OPTION 1: Chain of Title**

1. Obtain a chain of title from a local title company. This will provide the names of historical owners.
2. Complete and submit the Permit Research Application form, along with the chain of title at <http://cms.sbcounty.gov/lus/BuildingSafety/PermitResearch.aspx>.

#### **OPTION 2: Ownership Research**

Conduct private research to gather a list of historical owners dating back to the date of original construction. Once a list of historical owner names is obtained, provide the list of names as an attachment to your Permit Research Application form. (List of historical names from Assessor's PIMS database does not suffice.)

### **FINDINGS**

---

1. Complete and submit the Permit Research Application form, along with any of the required information/documents listed above at <http://cms.sbcounty.gov/lus/BuildingSafety/PermitResearch.aspx>.
2. A link for payment of research fees will be provided via email. Fee must be paid within 30 calendar days or your request will be deleted.
3. If we are able to obtain a copy of the permit(s), the document will be emailed to you via email.