

CITY OF MILPITAS  
Building & Safety Department  
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Milpitas, CA 95035  
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[www.ci.milpitas.ca.gov](http://www.ci.milpitas.ca.gov)



# RECORDS RESEARCH REQUEST

**Your Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
\_\_\_\_\_ **Fax or Email:** \_\_\_\_\_

**Address to Research:** \_\_\_\_\_

**Information Requested:** \_\_\_\_\_

**How would you like to receive the records research data? Check one:**

In Person     Email     Mail     Fax    Fed Ex (account number: \_\_\_\_\_)

**For a faxed request, please complete the following:**

Visa or Master Card No. \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Name on Card: \_\_\_\_\_ Signature: \_\_\_\_\_  
(please print) (to authorize credit card payment)

**Please note the following:**

1. Plans prepared by architects or engineers may not be copied or reproduced without the written consent of that architect or engineer in accordance with California Health and Safety Code, Section 19851. State law requires the City to request permission before making the copies available to you (see separate forms).
2. If applicant wishes to personally review microfilm or other records, he or she must first provide security in the form of a drivers license and return the proper number of microfilm envelopes reviewed to reclaim that license.
3. The minimum fee for records research per address is \$27.00 without documentation and \$54.00 with documentation. Fees must be paid at the time the request is submitted. When requested research work has been performed, the charge is non-refundable even if the research does not produce the results desired by the applicant.
4. Copies of plans that can be made (with permission of the architect or engineer or for plans not subject to such permission) shall be made with an outside business that specializes in such reproduction work and the applicant shall pick up and pay for those plans at the outside business.
5. Fees are payable by cash, check, Visa or Master Card. If the amount of work and/or documents exceed the basic fee, you will be notified for authorization to continue the search and you may need to submit another credit card authorization form for the extra charges.