

**CITY OF MILPITAS**  
Building Safety & Housing Department  
455 E. Calaveras Blvd.  
Milpitas, CA 95035  
(408) 586-3240  
www.ci.milpitas.ca.gov



# RECORDS RESEARCH REQUEST

**Your Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
\_\_\_\_\_ **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: \_\_\_\_\_)

**Are you the property owner? Check one:**

Yes     No    **Signed:** \_\_\_\_\_

**Please note the following:**

1. If applicant wishes to personally review microfilm or other records, he or she must first provide security in the form of a driver's license and return the proper number of microfilm envelopes reviewed to reclaim that license.
2. Plans and calculations prepared by licensed architects or engineers may not be copied or reproduced without the written consent of that architect or engineer and the property owner in accordance with California Health and Safety Code, Section 19851. State law requires the City to request permission from the architect or engineer and property owner before making the copies available to you (see separate [form](#)).
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4. There is no charge except for the actual cost of printing and copying of physical documents or if you request the City provide electronic media storage devices (i.e. USB Drives).