

IS IT PERMITTED



A BRIEF HISTORY OF RECORDS

Throughout the years, formatting of permits and how they were issued has changed many times. We have many different databases and indexes that we use to locate permit numbers. To process your request, we must first search for the permit number; then we can determine if the documents are on microfilm, scanned, or in storage. We encourage copies of permits because the status is sometimes doubtful unless verified with a copy from microfilm.

FOR MORE INFORMATION MANUFACTURED HOMES

California Department of Housing and Community Development
<http://www.hcd.ca.gov/>

CONTACT US

4080 LEMON STREET,
2nd Floor
P.O. BOX 1629
RIVERSIDE, CALIFORNIA 92502-1629

Phone: 951.955.2017

Fax: 951.955.2022



Email: Records@rctlma.org

**COUNTY OF RIVERSIDE
DEPARTMENT OF
BUILDING AND SAFETY**

ARCHIVED PERMIT

RECORDS



BUILDING AND SAFETY...

*Helping build and maintain safe and livable
communities through quality
customer service*

SEARCH FOR ARCHIVED BUILDING PERMITS ON LINE OR BY REQUEST

WEB SITE INSTRUCTIONS

GO TO www.rctlma.org

OPTION 1:

Under Quick Links; click on *Land Information System (RCLIS)*

Read and Accept Disclaimer to continue. From the top, left side of the next screen, choose to search by address or parcel number. Enter the address numbers and/or street name or parcel number and then click on "GO". Once the program locks in on the parcel, go to the right side of the screen.

From the 'Select a report format' section on the right-hand side of the page, highlight the selection that says "*Standard with Permits*". Click on the *Run Report* button at the bottom of the box. A report will appear on the bottom, left side of the screen. Scroll down to the "*Building Permits*" section. Numbers beginning with 3 alpha characters were issued after July 1997 and these permit numbers access additional information, when you click "here". A new window will open. Click *Tabs* at the top for information & to print permit.

Permits issued prior to July 1997 will also be listed in this section, but are not available for viewing or printing from the web site at this time. You may order copies of permits on line, using the "Records Request Form", or by phone at 951.955.2017.

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WEB SITE INSTRUCTIONS

GO TO www.rctlma.org

OPTION 2

Click *Online Services* tab. You may search for permits using "Cases / Permits by Assessor's Parcel Number" found under "Most popular queries and reports".

When you have obtained your permit number(s) you can print or view them on line by selecting the various Building Permit options under "Quick Queries" located on the Building and Safety web page.

TO PLACE A REQUEST FOR RECORDS:

use our online order form located on the Building & Safety home page. Choose "Records" tab on the [Building and Safety home page](#). Fill out the required fields and click "Submit" to Email us directly to order research and for copies of permits.

***Please allow 2-3 business days
For your order to be completed.***



Remember: For Permits issued prior to 1997, which are permit numbers starting with BZ or six-digit numbers: You must contact Building & Safety Records to order copies.

***~There is a fee
for Records copies~***

Our research and records may include*:

- *Permit history*
- *Commercial Building plans*
- *Grading Plans*
- *433's*
 - *Certificate of Occupancy (commercial and Mobile Homes on Permanent Foundation only)*
- *Septic diagrams 1963- July 1997*
- *Elevation Certificates*
- *Soils Reports*
- *Pad Certifications*
- *School fee receipts*
- *Mobile Home insignia or HUD's & year of manufacture*
- *Square footage or dimensions of structure*

***Note:**

Not all items are always available

**PLEASE ALLOW 2-3 BUSINESS DAYS
FOR US TO COMPLETE YOUR ORDER**



Alternative formats of this brochure are available on request

Visit our Website
www.rctlma.org/building