

# CITY OF MILPITAS

Office of Building Safety  
455 E. Calaveras Blvd.  
Milpitas, CA 95035  
408-586-3240  
[www.milpitas.gov](http://www.milpitas.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

**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 [Affidavit Requesting Duplication of Official Copy of Plans](#)). There is a minimum fee for processing this request (see [Building Fee Schedule](#), "Miscellaneous Fees" on page 12). 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. 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.
3. Electronic copies will be provided for plans and calculations with the permission of the licensed architect or engineer and property owner. When electronic copies are not available, copies shall be made with an outside business that specializes in such reproduction work and the applicant shall pick up and pay for those documents at the outside business.
4. If this is a public records request, there is no charge except for the actual cost of printing, mailing, cost of duplication of public records documents or media storage.