

PUBLIC RECORDS SEARCH REQUEST
GOVERNMENT CODE SECTION 6250 ET.SEQ.

RELEASABLE TO THE PUBLIC:

Building Permits and related documents
Zone Clearances/Plot Plans
Other Agency/Department permits and clearances held by Building and Safety
Completed Form Letters (not containing complainant information)
Notice of Violation and Notices of Intent to Record Noncompliance

CONFIDENTIAL

Case notes made during current, ongoing investigations
Completed Code Enforcement Complaint forms
Internal documents from County Counsel or other Departments related to ongoing investigations and any other attorney-client communications or work product.

RECORD SEARCH INFORMATION

SITE INFORMATION

Business Name/Property Owner _____
Street Address _____
Locale _____

CHECK ONE: Copy the file
 Retrieve and duplicate plans (see request form # B-56)
 Copy pages in the file _____

REQUESTOR INFORMATION

Name _____
Company Name _____
Street Address _____
City _____ State _____ Zip _____
Telephone Number _____
Requestor Signature _____ Date _____

MAIN OFFICE, L #1720
800 South Victoria Avenue, Ventura, CA 93009 (805) 654-2771 FAX (805) 648-9212

BRANCH OFFICE
East County: 3855-F Alamo Street, L #5915, Room 2019-A, Simi Valley, CA 93065 (805) 582-8064 FAX (805) 582-8085

BS73

REV 09/02/10

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