



PERMIT RESEARCH Customer FAQs

Below are some commonly asked questions regarding our permit research process. We highly recommend reading through the information below prior to submitting your request for research.

❖ Who can request permit research on a property?	<ul style="list-style-type: none"> Any interested party can request permit research on a property with the required information.
❖ What is the cost of a research request?	<ul style="list-style-type: none"> Property Owner or an authorized representative of property owner with a signed letter of authorization from property owner: No Fee Non-Property owner: \$10.00 for first parcel. \$5.00 for each additional parcel.
❖ What is the current wait time for research to be completed?	<ul style="list-style-type: none"> Requests are completed in the order in which they are received. The current wait time for permit research to be completed is 30 business days minimum, and we greatly appreciate your patience. Please keep in mind that we are providing research for the vast area of San Bernardino County.
❖ How will the research be delivered to me?	<ul style="list-style-type: none"> Permit Research Findings will be sent to your email.
❖ Is there anything that I need to provide to have the research completed?	<ul style="list-style-type: none"> Yes. Please view the Permit Research Application form (Non-Property Owner and Property Owner request) and attachments for all required documents
❖ When were building permits required in San Bernardino County?	<ul style="list-style-type: none"> Building permits were not required for properties in San Bernardino County prior to County Ordinance 574, which became effective June 1, 1946. Structures built prior to this date would have been exempt from building permits. This exemption is not applicable to those same structures that have been deemed unsafe, had a change of occupancy, or were altered, added on to, or improved from the original, subsequent to June 1, 1946.
❖ My property is now in the City's jurisdiction, but they said to contact your office for permits. Do you have these permits on file?	<ul style="list-style-type: none"> If permits were pulled on the property within a timeframe close to the time a property was annexed into the city, most of the time these permits were transferred to the City office once it was incorporated. However, it is possible that older historical permits are still on microfiche in our office.
❖ Can I do the research myself?	<ul style="list-style-type: none"> Staff uses many resources to obtain all possible permits for the property. Due to the variety of methods we use to locate permits, research can only be conducted by internal staff.
❖ I received my permits and cannot read what it says, can you try to send me a better image?	<ul style="list-style-type: none"> Unfortunately, due to the age of some permits, images may be illegible. The image that was sent in your request is as clear as we could get. Staff strives to obtain the clearest image possible for every request.