



STEPS TO OBTAINING PERMIT RESEARCH FOR NON-PROPERTY OWNERS INFORMATION SHEET

RESEARCH FEES

\$10.00 for first parcel

\$5.00 for each additional parcel

PERMITS ISSUED AFTER 1987

1. If the permit was issued after 1987, submit request by phone, in person, or by sending an email request to luscustomerservice@lus.sbcounty.gov.

PERMITS ISSUED PRIOR TO 1987

OPTION 1: Chain of Title

1. Obtain a chain of title from a local title company. This will provide the names of historical owners.
2. Complete and submit the Permit Research Application form, along with the chain of title to luscustomerservice@lus.sbcounty.gov or at one of our office locations.

OPTION 2: Ownership Research

1. Conduct private research to gather a list of historical owners dating back to the date of original construction. Once a list of historical owner names is obtained, provide the list of names as an attachment to your Permit Research Application form (List of historical names from Assessor's PIMS database does not suffice).

FINDINGS

4. Complete and submit the Permit Research Application form, along with any of the required information/documents listed above and email to luscustomerservice@lus.sbcounty.gov or at one of our office locations.
5. A link for payment of research fees will be provided via email. Fee must be paid within 30 calendar days or your request will be deleted.
6. If we are able to obtain a copy of the permit(s), the document will be emailed to you via email.