



STEPS TO OBTAINING PERMIT RESEARCH FOR PROPERTY OWNERS INFORMATION SHEET

RESEARCH FEES

No fee for research for property owner or upon providing a letter of authorization from the property owner.

PERMITS ISSUED AFTER 1987

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

If a full property permit search is requested by the owner or if permit numbers are unknown, the property owner must submit a copy of their Assessor's Building Record along with the permit research application form.

Obtaining your Assessor Building Record

Property Owner must obtain a copy of their Assessor's Building Record. The Assessor Building Record is released only to the property owner on title or other authentication methods as allowed by the Assessors office. To obtain your Building Record, contact your Assessor District office. Locate your local district office by visiting: <http://www.sbcounty.gov/ARC/Main/About/Locations.aspx>.

FINDINGS

1. 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.
2. Upon completion of Permit Research, findings will be sent to your email.