

# BUILDING DEPARTMENT RECORDS

## **I. GENERAL INFORMATION**

- A. Since 1975 all plans, permits, orders and related documents have been microfilmed and stored in the Central Records, now located at 805 Central Avenue, Suite 500.
- B. When microfilming began, plans, permits, etc. were filmed as far back in time as they were available. This is generally 1968 for plans. However, permits, orders, etc. are normally available to the early 1960's. Information before those dates is usually not available
- C. Reports of current and past year building permit activity are maintained in paper form and digitally. The reports go back to the early 1960's.

## **II. ACCESS**

- A. Records and reports are available at 805 Central Avenue, Suite 500, during normal working hours (Monday through Friday, 7:30 a.m. - 4:00 p.m.).
- B. Records of permits, plans, etc. are filed by street address and are accessed only in that manner. Reports of permit activity are filed by year.

## **III. COPIES**

- A. Letter size documents (8 1/2" x 11") are available at a cost of \$.05 per sheet
- B. Copies of large plans - any plan larger than the previously defined small documents - cost \$1.00 each sheet from microfilm and \$5.00 each sheet from scanned plans.
- C. Fees for copies are payable at the Customer Services Counter at 805 Central Avenue, Suite 500.