



**Report of Building Records Request**  
 FAX to: (805) 654-7587 or  
 Mail to: **Building & Safety Division, Rm 117**  
**501 Poli Street, PO Box 99**  
**Ventura, CA 93002-0099**  
 E-Mail to: [resalereport@cityofventura.net](mailto:resalereport@cityofventura.net)

**SITE INFORMATION**

Site Address: \_\_\_\_\_

APN: \_\_\_\_\_

**REQUESTING PARTY'S INFORMATION**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**IMPORTANT ACKNOWLEDGMENT:**

I, the requesting party, agree to pay the user fees for the requested report (currently \$76).

\_\_\_\_\_  
 REQUESTING PARTY'S SIGNATURE

\_\_\_\_\_  
 DATE

**DESIRED REPORT FORMAT (PLEASE CHOOSE ONLY ONE)**

- CD of report mailed to the mailing address above
- Electronic Adobe PDF file sent to the e-mail address above
- Paper copy mailed to the mailing address above

**FOR CITY STAFF ONLY**

**PERMIT COUNTER:**

- Create Energov plan case and process initial payment. **CASE #:** \_\_\_\_\_

**NEIGHBORHOOD PRESERVATION TECH:**

- GIS Planning case numbers:  
 \_\_\_\_\_
- Parcel Zone: \_\_\_\_\_ Use: \_\_\_\_\_
- Planning case numbers and active Code Enforcement case number:  
 \_\_\_\_\_
- LUIS Records
- Code Enforcement Records
- Unpaid Citation Records
- Combine all PDF's (Receipt, Records, and Cover) and Publish PDF
- Update Energov plan case & attach report image to case
- Deliver report to requesting party

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

**FEES** Due at time of request: **\$76** by check payable to **City of Ventura** OR by credit card (below)

CREDIT CARD PAYMENT AUTHORIZATION

Type of card  VISA  MC Account # \_\_\_\_\_

Validation # \_\_\_\_\_ Expiration date: \_\_\_\_\_

Cardholder Signature \_\_\_\_\_ Total Fee (office use) \$ \_\_\_\_\_

*Cardholder acknowledges receipt of goods or services in the amount of the total shown hereon and agrees to perform the obligations set forth in the Cardholder's agreement with the card issuer.*

Print Name of Cardholder \_\_\_\_\_

Cardholder Billing Address \_\_\_\_\_  
 Street City Zip