



City of Port Hueneme

Division of Building and Safety
250 N. Ventura Road
Port Hueneme, CA 93041
(805) 986-6500

(805) 986-6675/fax

APPLICATION FOR REPORT OF RESIDENTIAL/COMMERCIAL BUILDING RECORDS

It is requested that a report of building records be provided for:

PROPERTY ADDRESS: _____

ASSESSOR'S PARCEL NO.: _____

NAME OF PURCHASER: _____

USE OF BUILDING: _____

OWNER OF BUILDING: _____

ADDRESS: _____

SIGNATURE OF APPLICANT: _____ DATE: _____

(Owner or Authorized Agent)

FEE: RECORDS ONLY

\$ 48.00

RECORDS AND PROPERTY INSPECTION

\$119.00

**Includes 1/2 hour inspection fee, each additional 1/2 hour inspection will incur a \$71 fee per half hour.*

PROPERTY INSPECTION REQUESTED: YES NO

REPORT OF BUILDING RECORDS TO BE:

Picked up at Building & Safety Division

Phone No.: _____

Mailed to: _____

Company: _____

Escrow No.: _____

Address: _____

A report of building records is required to be delivered to the buyer, unless a signed waiver is submitted by the buyer, PRIOR to the sale or exchange of residential/commercial property (Section 8502 PHMC) and must be returned to the City PRIOR to the close of the transaction.

FROM THE DATE OF RECEIPT PLEASE ALLOW UP TO SEVEN (7) DAYS FOR PROCESSING

For City Use Only

Date Request Rec'd: _____ Amount Rec'd: _____ Check No.: _____

Property Inspection Requested: **Yes** **No** Date Inspection Scheduled: _____

Results of Inspection: _____

Date Report Completed: _____ Date Mailed or Called for Pick-up: _____