



Building Division – Building Records

Documents that are prepared by a licensed or registered individual are protected under state law as copy-righted documents. Records request for such documents require written approval from 1) the property owner and 2) the design professional associated with the document before the City can release a copy. In order to facilitate this process, the requestor may complete an [Affidavit for Copy of Record](#) and submit it to the Permit Technicians for further processing (see [contact information](#)). The permit technicians will send the completed affidavit to both the property owner and to the design professional, where applicable.

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