



Building Division – Building Records

Building Records can be reviewed either by coming to the permit center or online 24/7 at [Online Citizen Access Portal-Building](#).

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.

Documents that are stored on microfilm may be reproduced at cost.