



**BUILDING DEPARTMENT**

**PERMIT CENTER**

91 Ashfield Road  
Atherton, California 94027  
Office (650) 752-0560  
Fax (650) 688-6539

**RECORDS SEARCH & BUILDING PERMIT HISTORY**

Please complete the form below. Under the California Public Records Act the Town has 10 days to respond in writing on when the records, if available, will be produced.

DATE REQUESTED: \_\_\_\_\_ TIME: \_\_\_\_\_

APPLICANT'S NAME: \_\_\_\_\_

APPLICANT'S SIGNATURE: \_\_\_\_\_

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

PARCEL NUMBER: \_\_\_\_\_

OWNER(S) NAME: \_\_\_\_\_

#RECORDS/PERMITS: \_\_\_\_\_ #COPIES EACH: \_\_\_\_\_ **TOTAL COPIES: \_\_\_\_\_ \***

REQUESTING COPIES OF ALL PERMITS?: YES \_\_\_\_\_ NO \_\_\_\_\_

IF NO, LIST SPECIFIC RECORDS/PERMITS BELOW:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FOR OFFICE USE ONLY**

**TOTAL COPIES ORDERED\*** \_\_\_\_\_  
x .10/each

**TOTAL AMOUNT DUE:** \$ \_\_\_\_\_ **DATE:** \_\_\_\_\_ **RECEIPT#** \_\_\_\_\_