



Application for Report of Residential Building Record

Property Address: _____

Assessor's Parcel Number (if known): _____

Owner of Property: _____

Telephone Number: _____

Applicant Name: _____

Telephone Number: _____

(if other than owner)

Address: _____

Completed report should be (please complete one of the following):

- Picked-up at the Permit Center (Telephone Number): _____
- Email (preferred): _____

Important Information for Applicant

A Report of Residential Building Records is required to be delivered to the buyer prior to the conclusion of a sale or transfer of a residential building (*Ordinance No. 715*).

It is the responsibility of the seller to ensure that the dwelling is equipped with a chimney spark arrestor and smoke detectors at the time of sale (*Ordinance No. 1388*).

Smoke detectors shall be mounted on the ceiling or wall (per smoke detector installation requirements) in the sleeping rooms, and on the ceiling or wall at a point centrally located in the corridor or area giving access to the rooms used for sleeping purposes. Where sleeping rooms are on an upper level, the smoke detector shall be placed at the center of the ceiling directly above the stairway. Smoke detectors may be battery operated when installed in existing buildings.

I have read the above information: _____

Signature of Applicant

Date

Application fee of \$104 is due at time of application. (Credit cards payments have 3% fee. *We do not bill escrow*)

Print Applicant Name: _____

Applicant's Signature: _____

Once application is received via email, you will receive payment instructions for our online portal

Please allow 48 hours for processing

City Hall
Permit Center

Community Development Department
1052 South Livermore Avenue
Livermore, CA 94550

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