



# Research Request Form

I understand that there is a \$15.00 minimum fee for each requested address to be researched. Research activities will commence as soon as possible after receipt of the minimum fee. If the project request requires substantial research time, I will be provided a fee estimate. A minimum of 50% of the estimated fee must be received prior to the City continuing any additional research work. Any balance due must be paid prior to receipt of the work product.

As the requestor submitting this request for Bureau of Development Services staff to retrieve the historical permit history for the property listed below, I am responsible for the accuracy of the information submitted.

This information request includes all known addresses for the property/building I am requesting research materials for.

### ADDRESS TO BE RESEARCHED:

\_\_\_\_\_

The City of Portland is not liable for the results of the research request. I understand that there may not be records on file. By my signature, I indicate my understanding and agreement to the above statement.

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Date of Request: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

## STAFF USE ONLY – RECORD CHECKLIST

RESIDENTIAL

COMMERCIAL

Plumbing Permit Records

Building Permit Records (County building permits were transferred to the City in 1986 when the City started doing inspections for the County. The County did not adopt a building code until about 1950 and the plumbing code in about 1960. Prior to those dates there would be no records. Scanning of plans in to the City files for residential properties did not occur until the late 1960's.)

Electrical Permit Records (On Electrical permits; the City only has archived electrical permits from 1983-1995 (or 6). Permits before those were disposed of. After 1995 electrical permits are on TRACS)

Microfiche

Microfilm (for annexed Multnomah County Properties)

War Code (When the war code was adopted, the applicant was required to supply drawings for any alterations. These are kept in a file cabinet in our section (and the permit center). These are recorded on Microfiche (our section has a hand reader). Alterations to War Code properties may subject to losing their status as war code. War code status is indicated in a TRACS field in the property info field.)

Chapter 13 (The Chapter 13 Inspection Program is a systematic inspection program of multi-family residential buildings built in 1972 or before and are three stories or more in height, to provide adequate fire and life safety for the occupants. These inspections include all vacant units, all common areas, basements, roofs and escape routes. When commercial occupancy is included within the building, separation walls and ceilings are also inspected.)

### Staff Use Only:

Records Request Reduced Fee/Waiver Application  Copyright Release

Uniform Public Records Request [Research Fee > \$25 requires Uniform Public Records Request]

Date Request Completed: \_\_\_\_\_ Staff Initials: \_\_\_\_\_