

Records Research Request Form

Visit LADBS.ORG for a list of the records available online

DATE: 12-13-2023

NAME: Isaac Williams

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CONTACT PHONE #: 302-261-9069 COMPANY/AGENCY: _____

OFFICE USE ONLY

APPT ID _____

EMAIL REQUEST

REQUEST FOR BUILDING RECORDS

➤ **BY EMAIL:**

Email this completed form to Records.LADBS@lacity.org

➤ **BY APPOINTMENT:**

Office visit by appointment only <https://appointments.lacity.org/apptsys/Public/Account>

Appointments for Records Requests only available at the following LADBS offices:

Metro Office
 201 N. Figueroa St., 1st Floor, Rm. 110
 Los Angeles, CA 90012

Van Nuys Office
 6262 Van Nuys Blvd., 2nd Floor, Rm. 251
 Van Nuys, CA 91401

PROPERTY ADDRESS(ES): 6310 MIRROR LAKE DR, LOS ANGELES CA, 90068
 or range of addresses if same lot/property - 3 addresses per request

Parcel : 5577-035-008 - NO VIOLATIONS

17015 ADLON RD, LOS ANGELES CA, 91436-3814 Parcel : 2292-006-032

Use of Existing Building:

Information Requested

Copies of documents are \$0.10 cents per page.

Select from the following by checking the box next to it – for further clarification of request, use comments box.

<input checked="" type="checkbox"/> BUILDING PERMITS <input type="checkbox"/> PLOT PLAN	<input checked="" type="checkbox"/> CERTIFICATES OF OCCUPANCY	<input type="checkbox"/> GRADING DOCUMENTS	Office Use Only
<input checked="" type="checkbox"/> MECHANICAL PERMITS <input checked="" type="checkbox"/> ELECTRICAL PERMITS 1985-1997 and 1997-present	<input checked="" type="checkbox"/> VIOLATIONS	<input type="checkbox"/> MODIFICATIONS/ BOARD FILES	
<input type="checkbox"/> AFFIDAVITS/Z.I. NO. _____			

BLUEPRINTS May require additional time for processing. SEE OVER FOR DETAILS & REQUIREMENTS

COMMENTS: Reason for Records Research Request:

Please advise if the address has any OPEN/PENDING/EXPIRED Permits & demolition permits that need attention and any fees due currently. Also advise if there are any Code Violation or fines due that needs attention currently. (if Yes, Provided Case Number & Type)

Any unrecorded liens/fines/special assessments due. → We do not have lien information.

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services, and activities.



There are two ways to request a copy of the document image.

1) By fax using the request form. Click on the following link

http://www.ladbs.org/permits/permit_related_forms/Research_Request_form.pdf to download the request form.

2) In person. Bring the following summary to one of the following Record counters.

COUNTER HOURS

MONDAY, TUESDAY, THURSDAY, FRIDAY: 7:30 AM to 4:30 PM

WEDNESDAY: 9:00 AM to 4:30 PM

Metro	Van Nuys
201, N. Figueroa St. 1st Floor, Room 110 Record Counter Los Angeles, CA 90012	6262 Van Nuys Blvd Record Counter Van Nuys, CA 91401

Address: 6310 MIRROR LAKE

Document Type	Sub Type	Document Date	Document Number	Reel Batch Frame
BUILDING PERMIT	NEW CONSTRUCTION	9/10/1968	1968LA74730	HIST: P1768 001 1526 HIST: P1768 001 2323
BUILDING PERMIT	NEW CONSTRUCTION	9/24/1968	1968LA74730	HIST: P1768 001 2323 IDIS: P5881 02536 0000 thru P5881 0001
BUILDING PERMIT	SWIMMING-POOL/SPA	9/4/1969	1969LA95013	HIST: P1778 001 0576 IDIS: P5890 00287 0000 thru P5890 0001
BUILDING PERMIT	SWIMMING-POOL/SPA	9/10/1969	1969LA95013	
BUILDING PERMIT	NONBLDG-ADDITION	11/7/1969	1969LA98831	HIST: P1779 002 1772 IDIS: P5891 00870 0000 thru P5891 0001
BUILDING PERMIT	BLDG-ADDITION	11/10/1969	1969LA98831	HIST: P1779 002 1772
BUILDING PERMIT	ALTERATION	6/15/1993	1993WV32060	HIST: P0407 003 0309
BUILDING PERMIT	BLDG-ALTER/REPAIR	6/15/1993	1993WV32060	HIST: P0407 003 0309 IDIS: P6231 00625 0000 thru P6231 0001
BUILDING PERMIT	BLDG-ALTER/REPAIR	3/23/2015	15016-20000-05756	
BUILDING PERMIT	BLDG-DEMOLITION	8/16/2019	19019-20000-03141	
BUILDING PERMIT	GRADING	8/16/2019	19030-20000-04039	
BUILDING PERMIT	BLDG-NEW	10/22/2019	19010-20000-00625	
BUILDING PERMIT	BLDG-NEW	10/22/2019	19010-20000-00626	
BUILDING PERMIT	GRADING	10/22/2019	19030-20000-05282	