



REQUEST FOR RESEARCH
FOR BUILDING & PLANNING RECORDS
COMMUNITY DEVELOPMENT DEPARTMENT • BUILDING
DIVISION • 10300 TORRE AVENUE • CUPERTINO, CA 95014
(408) 777-3228 • permitcenter@cupertino.gov

REQUEST FOR RESEARCH FOR BUILDING AND PLANNING RECORDS

The City of Cupertino will complete the research within TEN (10) business days from the date of the submitted request. Microfilm and permit copies are subject to additional fees. **Please submit a separate form for each APN# or address. Please complete a separate form when requesting both Building and Planning records.**

Please check only one department you are requesting from:

Planning Department

Building Department

PLEASE NOTE:

- Documents containing the stamp or seal of a licensed professional cannot be copied without the written approval of said professional. (Subject to additional fees)
- There is no guarantee that information requested exists within the City of Cupertino files nor are they guaranteed to be converted and copied to scale.

Please check item(s) that you are requesting to be researched.

☐ Building Plans Building Permits Request Date: _____

Building address: _____

Project type: _____ Date of Construction: _____

Description (please be specific) _____

For the above requested records, please submit the completed form to: building@cupertino.gov

PLEASE NOTE:

If you require **Zoning Verification**, please apply online through the Accela Citizens Portal. Please use this link <https://www.cupertino.gov/home/showdocument?id=26126> to view the handout for instructions on how to create an ACA account. Follow the on-screen prompts to apply. You will be asked to remit payment in the amount of \$504 for each APN# or address you are inquiring about. Upon receipt, your request will be forwarded to a planner for completion within 10 days. Should you have any questions or require assistance please contact planning@cupertino.gov.

Please check item(s) that you are requesting to be researched.

☐ Site Plans ☐ Resolution/Approval Documents Request Date: _____

Building address: _____

Project type: _____ Date of Entitlement: _____

Description (please be specific) _____

For the above requested records, please submit the completed form to: planning@cupertino.org

Is this a Code Enforcement Case? Yes ☐ No ☐

Per the City's Attorney's Office, requests for **Building Code or Zoning Code Violations** are *not* subject to disclosure. The Code Enforcement department can disclose if violations exist(ed), however, are **not** at liberty to disclose the particulars of such. Please contact the City Code Enforcement Office at code@cupertino.gov to request verification if such records exist.

"Records of investigations of violations of the Cupertino Municipal Code are confidential and contain privileged official information (Evidence Code Sections 1040, 1041(b) (2).) These records are exempt from disclosure under Government Code Section 6254(f), (k)."

For your convenience, Development and Building permitting information is available online. Please visit the City's website; www.cupertino.gov. You can use our Interactive Maps layers or "Civic Central" by following this link <https://www.cupertino.gov/i-want-to/view/building-permits>.

You can **search building permit** records by address online using this link: (for best results, copy and paste link into your web browser)

<https://records.cupertino.gov/WebLink/CustomSearch.aspx?dbid=0&repo=CityofCupertino&SearchName=SearchBuildingPermits&repo=cityofcupertino>

You can **search planning entitlement** records by address online using this link: (for best results, copy and paste link into your web browser)

<https://records.cupertino.gov/WebLink/CustomSearch.aspx?dbid=0&repo=CityofCupertino&SearchName=SearchPlanningApplications&repo=cityofcupertino>

The **City's Municipal Codes** are also available on the City's website. (for best results, copy and paste link into your web browser) <https://codehub.gridics.com/us/ca/cupertino>

The City contracts **Fire Services** with the County. Please contact Santa Clara County Fire at 408-378-4010 for assistance with Fire Department related records.

Requestor's Contact information:

Company Name: _____

Company address: _____

Contact Name: _____

E-mail Address: _____ Phone: _____

For additional information or questions,

The Building Department can be reached by telephone at 408-777-3228 or by email at building@cupertino.gov

The Planning Department can be reached by telephone at 408-777-3308 or by email at planning@cupertino.gov