



City of Oakland  
Planning & Building Department

# RECORDS RESEARCH REQUEST FOR RESIDENTIAL REPORT

RECORDS UNIT  
250 Frank H. Ogawa Plaza  
Oakland, CA 94612

[RecordsInfo@oaklandca.gov](mailto:RecordsInfo@oaklandca.gov)

I hereby request **expedited** services OUTSIDE OF NORMAL WORK HOURS. I understand that the records research I am requesting may involve staff of multiple departments, including Building, Fire, Zoning/Planning and Public Works. Further, I understand that several hours of research—depending upon the complexity of the building’s and parcel’s history—may be required to satisfy my request,

I agree to pay the overtime rate listed below. I understand that I will be charged a half hour minimum at the outset **in addition** to the cost of any records to be copied, if known. I understand that I will be charged for each department involved in the requested research. I also understand that the fees for research and duplication performed outside of normal work hours are **not refundable**.

**I understand that the City of Oakland will not guarantee immediate availability of staff that can perform work outside of normal work hours, but will make reasonable effort to provide expedited service. No specific Researcher preparer may be requested; overtime work is assigned based on staff availability for faster turnaround.**

\_\_\_\_\_  
Applicant’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Phone Number(s)

Research Address: \_\_\_\_\_

Record ID: \_\_\_\_\_

Comments: \_\_\_\_\_

You may pay in person at our Cashier’s Office located on the 2<sup>nd</sup> Floor at 250 Frank H. Ogawa Plaza. You may use a credit card to pay over the phone by calling our Cashier’s Office at 510-238-4774. You must ensure that they have a copy of the Invoice.

**OFFICE USE ONLY**

Date of original Records Request:

Receipt number for original Request:

Staff Assigned:

Date:

Approved by:

Date:

Date Completed:

Date Notified: