



Land Use Services Department Code Enforcement Division

San Bernardino County Government Center
385 N. Arrowhead Avenue, First Floor
San Bernardino, CA 92415-0187
Phone (909) 387-8311
Fax (909) 387-8217

High Desert Government Center
15900 Smoke Tree Street
Hesperia, CA 92345
Phone (760) 995-8140
Fax (760) 995-8170

Rancho Cucamonga Office
8575 Haven Avenue, Suite 130
Rancho Cucamonga, CA 91730
Phone (909) 948-5075

EMAIL: CodeEnforcementDivision@lus.sbcounty.gov

REQUEST TO INSPECT/REPRODUCE PUBLIC RECORDS

NOTICE: Per the County of San Bernardino fee schedule, there is a permit research fee of \$10.00 for the first parcel and \$5.00 for each additional parcel for permit information requests submitted by any agency Or entity that is not the legally recognized owner of the property in question.

If you are requesting information on multiple properties, a separate, complete report must be submitted for each property.

Facility Name: _____
(BUSINESS OR APARTMENT COMPLEX NAME, IF APPLICABLE)

Location Address: _____
(Complete address and Zip Code, **OR** Assessor Parcel Number/APN)

Requestor Name: _____

Requestor Email: _____ **Phone #:** _____

Requestor Address: _____
(IF REQUESTING REPORT BY POSTAL MAIL. PLEASE INCLUDE FULL ADDRESS)

Case/File Number: _____
(If known)

Officer: _____
(If known)

Information Requested (*VIOLATIONS, FHA/WEED ABATEMENT, PERMITS, ETC*):

Please allow **TEN (10) business days** from receipt of request for the research and compilation of report. Email the completed form to CodeEnforcementDivision@lus.sbcounty.gov or use the above addresses for postal mail.

For hard copies of Code Enforcement records, the copy fee is \$.10 per page. Certified copies are an additional \$.22 per page. Postal fees may also apply if the document(s) is requested by postal mail. There is no charge for documents in an existing digital format that may be provided electronically (via e-mail).