

For Office Use Only

\*Fee: \$163 (up to four units) + \$11 for each unit in excess of the first four units.

\*Fee: \$353 (after close of escrow)

Received By \_\_\_\_\_ Date \_\_\_\_\_ Fee(s)\* \_\_\_\_\_

RECEIPT # \_\_\_\_\_ PERMIT # \_\_\_\_\_



**CITY OF INGLEWOOD  
BUILDING SAFETY DIVISION**

One Manchester Boulevard, Suite 400/ Inglewood, California 90301  
(310) 412 – 5294

**APPLICATION FOR REPORT OF  
BUILDING RECORDS AND CODE VIOLATIONS**

*It is requested that a report of the building records and code violations as required by Article 8,  
Chapter 11 of the Inglewood Municipal Code be provided for:*

Property Address \_\_\_\_\_

APN # \_\_\_\_\_ Number of Units to be Sold \_\_\_\_\_

Applicant:  Owner  Broker or Real Estate Agent  Escrow Company  Other \_\_\_\_\_

Applicant's Name \_\_\_\_\_

Company Name \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_

The report is to be: (Choose only **ONE** option)

Picked up at Building Counter Please call - Name \_\_\_\_\_ Phone \_\_\_\_\_

Mailed to the Applicant

FAX Report: FAX # ( \_\_\_\_\_ ) Attn:/Name: \_\_\_\_\_

E-Mail E-Mail Address \_\_\_\_\_

The entire property and all accessory structures and garages shall be made accessible to the City's Building Inspector.

Access Contact: Name \_\_\_\_\_ Phone \_\_\_\_\_

Lock Box # \_\_\_\_\_

(**OPTIONAL**); I also request that an interior inspection be made of all buildings -  Yes or  No

Additional Fees for interior inspection:  Single Family Dwelling - \$163;  Apartment - \$163 1st Unit, +\$22 Ea. Add'l Unit  
 Commercial Building - \$163 For 1st Building, + An Additional \$22 Each Add'l Building or Floor

Interior inspection is only for verification of construction work done with or without permits. This is not a "home inspection" per Business Code Section **7195 – 7199**.

I understand that Section 11 - 55 requires that a copy of the complete report be signed by the prospective buyer, and proof of signature returned to the Building Safety Division prior to the sale or transfer of the above mentioned property, and seller certification that smoke detectors have been installed per Chapter 11 - 5 (11) Section **3411.2** of the Inglewood Municipal Code and carbon monoxide detectors installed per California Building Code Section **420.4**, and are in operating condition.

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**Note: If the application is to be mailed, please address it to the Building Safety Division at the above address.**

**THE FINANCE DEPARTMENT REQUIRES PAYMENT BY CASH, CASHIERS CHECK OR CREDIT CARDS ONLY, THEY DO NOT ACCEPT CHECKS AS PAYMENT.**