



**City of Salinas**  
COMMUNITY DEVELOPMENT DEPARTMENT

65 W. Alisal Street • Salinas, California 93901  
(831) 758-7251 • (831) 758-7938 (Fax) • [www.ci.salinas.ca.us](http://www.ci.salinas.ca.us)

## **Forms**

### APPLICATION FOR RESIDENTIAL BUILDING RECORD REPORT

Prior to entering into an "agreement of sale" or exchange of any residential building, the owner or his authorized representative shall obtain from the city a report of the residential building record showing the regularly authorized use, occupancy, and zoning classification of such property. The report shall be valid for a period not to exceed 180-days from date of issue. Salinas Municipal Code Section 9.60.

**Please email application to: [cityreport@ci.salinas.ca.us](mailto:cityreport@ci.salinas.ca.us)**

*One parcel number/property per application accepted.*

Date:			
Property Address:			
Assessor's Parcel Number:			
Company Name:			
Contact Name:	phone	email	
Name as it Appears on Card:			
Card Number ( Visa / MasterCard ):			
Expiration Date:		3-digit Code:	
SIGNATURE:			
<b>Choose One</b>	<b>\$73.24 per report</b>		
	<b>Single family residence</b> (per building on parcel)		
	<b>Duplex, triplex or apartment building</b> under one roof (per building on parcel)		
	<b>Condominium</b> (per assessor's parcel number)		
	<b>Townhouse</b> (attached single family dwelling-per unit)		
<b>Choose One</b>	<b>Send to:</b>		
	<b>Call for pick up:</b>		
	<b>Fax:</b>		
	<b>Email:</b>		