



# REQUEST TO PURCHASE PCIS DATA

THIS IS A REQUEST TO PURCHASE PCIS DATA CONTAINING MECHANICAL OR BUILDING PERMIT DATA FROM THE PLAN CHECK AND INSPECTION SYSTEM (PCIS)  
(REVISED JULY 20, 2009)

NAME \_\_\_\_\_ TEL. NO. \_\_\_\_\_  
(Please Print)

MAILING ADDRESS (Complete only if you want the file(s) sent via U.S. Mail)

Street Address \_\_\_\_\_ Unit/Apt/Suite \_\_\_\_\_

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

E-MAIL ADDRESS (Complete only if you want the file(s) sent via e-mail) \_\_\_\_\_

**DATA TO BE PURCHASED:**

A CD contains either building or mechanical permit data for permits issued for one calendar month. The data on the CD is an ASCII fixed-length file format. Data is available approximately ten working days after the desired month. For example, June 2008 data should be available by July 15<sup>th</sup> (includes 4 weekend days + 1 holiday day).

**BEFORE PURCHASING DATA**, please ensure that you have received and read the one-page instruction sheet titled, "Instructions for Obtaining Data Containing Mechanical or Building Permit Data from the Plan Check and Inspection System (PCIS)," and the two-page record layout titled, "Record Layout for Building and Mechanical Permit Data from the Plan Check and Inspection System (PCIS)." The data is sold "**AS IS**," meaning that the City is **not** responsible for use of this data, and this is a non-refundable purchase. Additionally, the data is non-transferable; meaning it cannot be given or sold to other users.

TYPE OF PERMIT DATA	QTY	TYPE OF PURCHASE			COST (QTY x \$20.16 x # of Months  e.g., QTY of 2 for 6 Months = \$241.92)	DELIVERY (Select One)		
		ONE-TIME (1 Month)	SUBSCRIPTION (Choose either 6 or 12 Months)			U.S. MAIL	E-MAIL	PICK-UP
		Purchase Month	6 Months Start Month	12 Months Start Month				
BUILDING								
MECHANICAL								
<b>TOTAL COST</b>								

PAYMENT INFORMATION AND AGREEMENT		
Please Check One: <input type="checkbox"/> Credit <input type="checkbox"/> Debit		
Card Number	Expiration Date	Name of Card Holder (Print)
Type of Payment (Check One): <input type="checkbox"/> Visa <input type="checkbox"/> Master Card <input type="checkbox"/> American Express <input type="checkbox"/> Other _____		
I agree to pay the total cost above according to the card issuer agreement.		
_____ Signature		_____ Date



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### CUSTOMER INSTRUCTIONS ON PROCESSING A REQUEST TO PURCHASE PCIS DATA

Complete and deliver, mail, or fax this Request To Purchase PCIS Data form to one of the following cashiering offices listed on the "Instructions for Obtaining Data Containing Mechanical or Building Permit Data from the Plan Check and Inspection System (PCIS)." Please ensure that the following items have been carefully reviewed and/or completed:

1. Instructions for Obtaining Data Containing Mechanical or Building Permit Data from the Plan Check and Inspection System (PCIS).
2. Complete and Sign this "Request to Purchase PCIS Data" Form.

### THIS IS A NON-REFUNDABLE PURCHASE

*If the CD is defective, it may be exchanged (must return original CD) for a CD containing the SAME TYPE of data (building or mechanical permit, whichever is applicable) and for the SAME DATES as the originally purchased data*

**THE DATA IS NON-TRANSFERABLE; MEANING IT CANNOT BE GIVEN OR SOLD TO OTHER USERS**

\_\_\_\_\_  
PURCHASER'S SIGNATURE

### For Cashier Validation Only

### FOR LADBS USE ONLY BELOW THIS LINE

#### Financial Services Use Only

CD Provided to Customer:  Yes  No  Partial (please explain):

Date/Time submitted to General Analysis and Budget Services:

Cashier Name/Phone:

#### General Analysis and Budget Services Use Only

Date/Time Request to Purchase PCIS Data Form received by General Analysis and Budget Services:

GABS Staff Name/Phone of Processor:

Date/Time Request Processed:



**INSTRUCTIONS FOR OBTAINING DATA CONTAINING MECHANICAL OR BUILDING PERMIT DATA FROM THE PLAN CHECK AND INSPECTION SYSTEM (PCIS)**

(REVISED JULY 20, 2009)

Please read all information thoroughly, including the record layout titled, "Record Layout for Building and Mechanical Permit Data from the Plan Check and Inspection System" **before** purchasing PCIS data. A CD contains either mechanical permit or building permit data for permits issued for one calendar month using PCIS. Data is available approximately ten working days after the desired month. For example, June 2008 data should be available by July 15<sup>th</sup> (includes 4 weekend days + 1 holiday day). The data is sold "**AS IS**," meaning that the City is **not** responsible for use of this data, and this is a non-refundable purchase. Please direct questions concerning the data to General Analysis and Budget Services at (213) 482-6755.

DELIVERY OPTION	INSTRUCTIONS
Customer Pickup	<p>It is suggested that prior to purchasing PCIS data the customer contacts the cashiering office that is most conveniently located for their needs to ensure that the desired data is available for purchase. Refer to the list of district cashiering offices following this table.</p> <p>The customer shall submit a completed "Request to Purchase PCIS Data" form and submit payment to a Building and Safety cashier that has the data for sale.</p>
U.S. Mail	<p>The customer can mail a completed "Request to Purchase PCIS Data" form and payment for the amount of purchase payable to "Department of Building and Safety" to the following address:</p> <p align="center">Los Angeles Department of Building and Safety Attn: Cashiers 201 N. Figueroa St., 4<sup>th</sup> FI-Counter G Los Angeles, CA 90012</p> <p>After receiving the completed "Request to Purchase PCIS Data" form and payment, the CD will be mailed to the mailing address provided on the "Request to Purchase Data" form.</p>
<p>E-mail</p> <p><u>This option is only for customers with an e-mail address.</u></p>	<p>The customer can deliver or fax a completed "Request to Purchase PCIS Data" form (include a <b>complete e-mail address</b>) and payment for the amount of purchase to any Building and Safety cashiering office, or mail to the following address:</p> <p align="center">Los Angeles Department of Building and Safety Attn: Cashiers 201 N. Figueroa St., 4<sup>th</sup> FI-Counter G Los Angeles, CA 90012</p> <p>After receiving the completed "Request to Purchase PCIS Data" form and payment, the file will be e-mailed to the <b>e-mail address</b> on the "Request to Purchase PCIS Data" form.</p>

**Cost for data is \$20.16 per Building or Mechanical data per month (i.e., if both Building and Mechanical data is requested for one month, the total cost is \$40.32).**

**DELIVERY TIME FOR CD SENT BY U.S. MAIL**

*Unless a problem occurs, the CD(s) shall be mailed within 10 working days after receiving payment for the data and after the beginning of the issue month being requested. For example, if payment is received for June 2008 data on June 18, 2008, the data shall be mailed no later than July 15, 2008 (first 10 working days in July).*

**DISTRICT AND BRANCH CASHIERING OFFICES**

Metro District Office  
201 N. Figueroa St., 4th Floor, Counter G  
Los Angeles, CA 90012  
(213) 482-6950  
(213) 482-6999 (Fax)

Van Nuys District Office  
6262 Van Nuys Blvd., Suite 251  
Van Nuys, CA 91401  
(818) 374-4300  
(818) 374-4310 (Fax)

West Los Angeles District Office  
1828 Sawtelle Bl., 2nd Floor  
West Los Angeles, CA 90025  
(310) 575-8136  
(310) 445-1789 (Fax)

South Los Angeles Branch Office  
8475 S. Vermont Ave, 2nd Floor  
Los Angeles, CA 90044  
(323) 789-2776  
(323) 789-2777 (Fax)

San Pedro Branch Office  
638 S. Beacon St., Room 276  
San Pedro, CA 90731  
(310) 732-4543  
(310) 732-4572 (Fax)