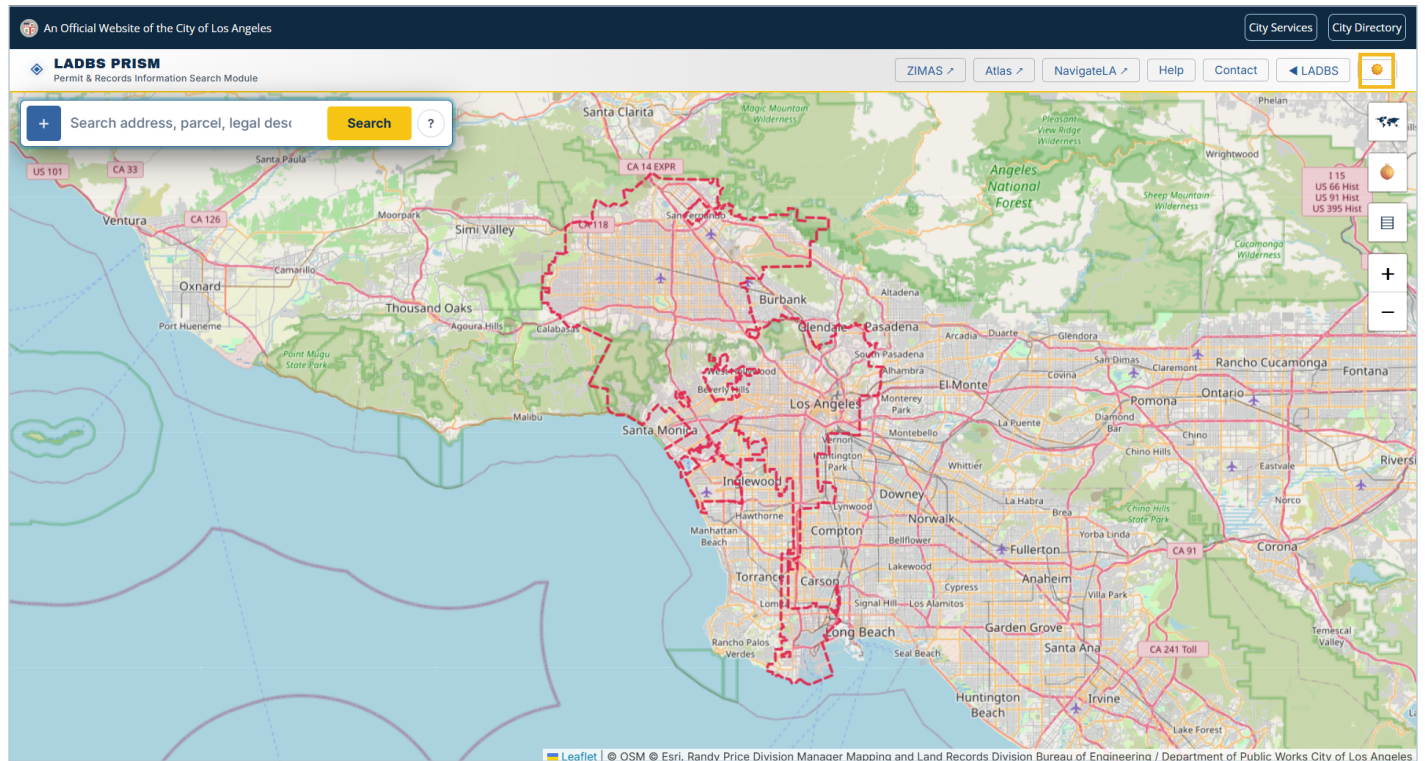


Getting started

Permit & Records Information Search Module

Open <https://prism.dbs.lacity.gov/> to begin. This guide covers the controls and workflows demonstrated in the video.



Launch page. The highlighted sun icon changes the interface to dark mode.

Switch to dark mode

Select the **sun icon** in the upper-right corner of the launch page.

Find a topic

02 Map controls

03 Search methods and dates

04 Legal, assessor, and document search

05 Address search example

06 Filters and sorting

07 Metadata and PDF documents

08 Timeline and Cards views

09 Summary reports and RBF

10 Contact and records requests

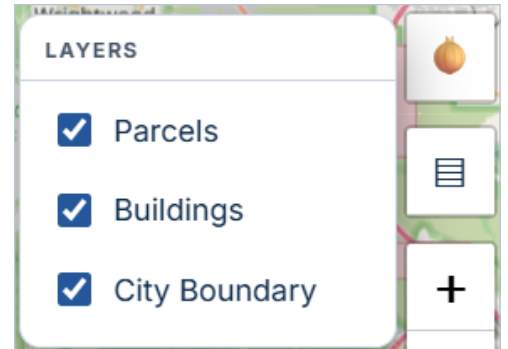
11 Appointments and locations

Examples come from the supplied screenshots and recordings. Available records and counts may change.

Map layers, legend, and views

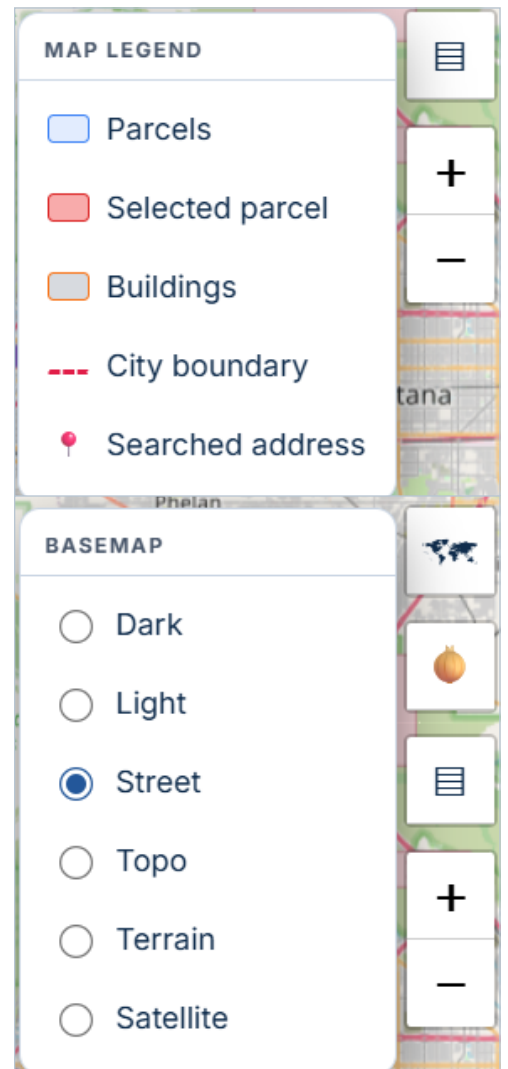
1. Add or remove map layers

Select the **onion icon** on the right. Use the switches to show or hide **Parcels**, **Buildings**, and the **City Boundary**.



2. Read the map legend

Select the **map legend icon**. The legend explains the symbols for parcels, the selected parcel, buildings, and the city boundary.



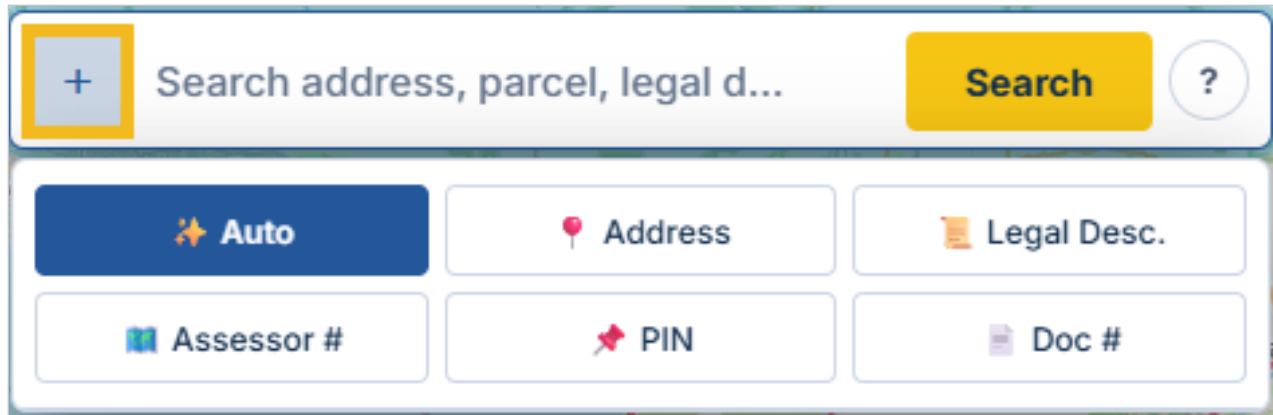
3. Change the basemap

Select the **map icon** at the top of the right-hand toolbar to choose a map view. **Street** is the default.

Map layers control what is drawn on the map. The basemap controls the map background.

Choose a search method

Select the **plus (+)** next to the search box to display the available search methods. If you do not select a method, **Auto** tries to detect what you entered.



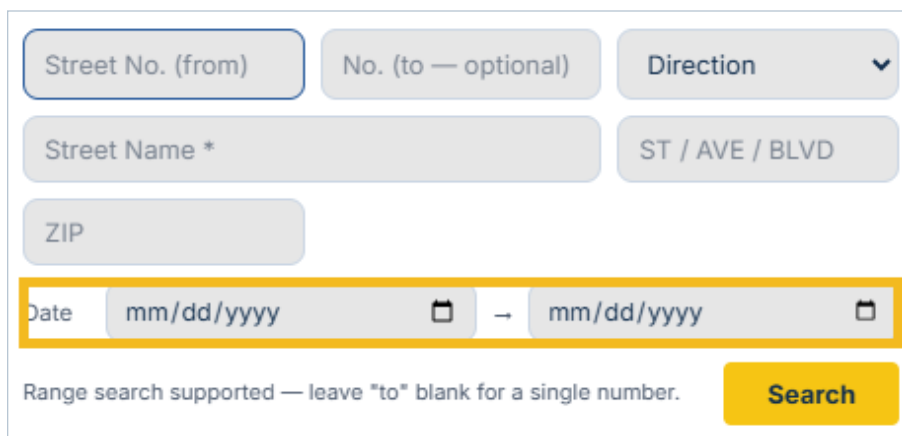
The screenshot shows a search interface. At the top, there is a search box with a plus sign icon on the left, the placeholder text "Search address, parcel, legal d...", a yellow "Search" button, and a help icon (question mark in a circle). Below the search box, there are six buttons arranged in two rows. The first row contains "Auto" (with a star icon), "Address" (with a red pin icon), and "Legal Desc." (with a document icon). The second row contains "Assessor #" (with a bar chart icon), "PIN" (with a red pin icon), and "Doc #" (with a document icon). The "Auto" button is highlighted with a blue background.

Limit results by document date

Every search form includes a **From / To date range**. Use it to limit results to documents recorded within a specific period.

Search by address

Choose **Address** to search using a **single address** or an **address range**.



The screenshot shows the address search form. It includes several input fields: "Street No. (from)", "No. (to — optional)", "Direction" (with a dropdown arrow), "Street Name *", "ST / AVE / BLVD", and "ZIP". At the bottom, there is a date range selector with two date inputs (format mm/dd/yyyy) separated by a minus sign, and a "Search" button. A note below the date range selector states: "Range search supported — leave *to* blank for a single number." The date range selector is highlighted with a yellow border.

Other ways to search

Legal description

Choose **Legal Desc.** to search by **tract, block, lot, and ARB**. Enter the details in the matching fields, then select **Search**.

Date →

Unsure of the tract name? Use % at the end (e.g. CITY%).

Assessor number

Choose **Assessor #** and enter the **Book, Page, and Parcel**. Keep the leading zeros.

Example:

Book **5161** Page **006** Parcel **001**

Date →

LA APN is Book(4)-Page(3)-Parcel(3). Paste a full APN above or enter parts — page/parcel auto-pad to 3 digits.

Document number

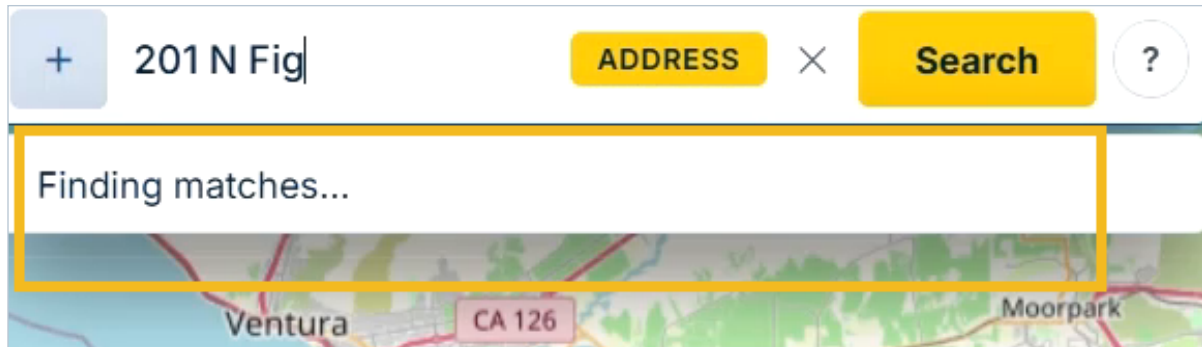
Choose **Doc #** to look up a specific record by its document number.

Date →

Examples: 1990LA514169 · 9030-30000-00762 · AFF 20499 · BF 991234 · ORD 123456 · ZI 1234

Address search: a worked example

1. Start typing the address. You do not need to type the entire street name. Choose the matching address from the autocomplete dropdown.

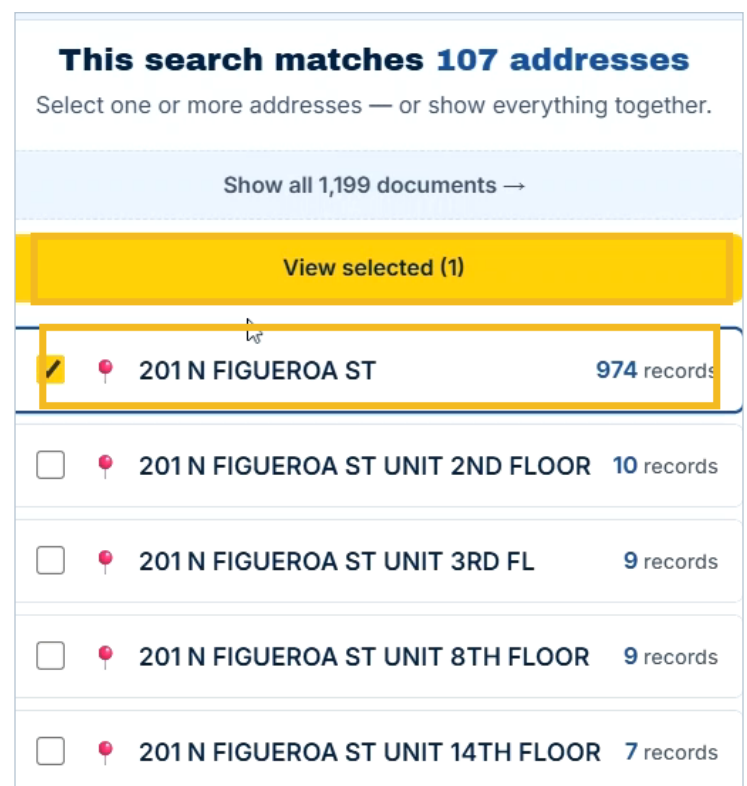


Choose the records you need

2. Review the matching addresses. Results can include the main street address as well as specific units and floors.

3. Select a unit or floor, or choose **Show all** to combine the matching documents.

4. In this example, select **201 N FIGUEROA ST**, then choose **View selected**.



This search matches 107 addresses		
Select one or more addresses — or show everything together.		
Show all 1,199 documents →		
View selected (1)		
☒	201 N FIGUEROA ST	974 records
☐	201 N FIGUEROA ST UNIT 2ND FLOOR	10 records
☐	201 N FIGUEROA ST UNIT 3RD FL	9 records
☐	201 N FIGUEROA ST UNIT 8TH FLOOR	9 records
☐	201 N FIGUEROA ST UNIT 14TH FLOOR	7 records

Filter and sort the results

Filter by document type

Use the filters to narrow results by **document type**, **subtype**, **date**, and other fields.

For the example shown, open the **Doc Type** filter and choose **Building Permit**.

DOC TYPE 

SUB TYPE 

All (13) 

All (26) 

☒ All

☐ ADMINISTRATIVE APPROVAL (98)

☐ AFFIDAVIT (12)

☐ BUILDING PERMIT (81)

☐ CERTIFICATE OF OCCUPANCY (4)

☐ CERTIFICATE OF OCCUPANCY-TEMP (39)

☐ COMMISSION (17)

Clear

Done

Change the sort order

Default: results are sorted by date, newest first.

Select the **Sub Type** column heading to sort the results alphabetically by subtype.

DOC TYPE TL	SUB TYPE TL	DATE TL	ADDRESS TL	STATUS TL	DOC NUMBER TL
1 selected	All (5)	All (65)	1 selected	All (1)	All (73)
BUILDING PERMIT	ALTERATION	1997-10-07	201 N FIGUEROA ST		1997LA68328
BUILDING PERMIT	ALTERATION	1995-01-12	201 N FIGUEROA ST		1995LA29904
BUILDING PERMIT	ALTERATION	1997-08-18	201 N FIGUEROA ST		1997LA66589
BUILDING PERMIT	ALTERATION	1997-11-19	201 N FIGUEROA ST		1997LA69835
BUILDING PERMIT	ALTERATION	1997-11-19	201 N FIGUEROA ST		1997LA69838
BUILDING PERMIT	ALTERATION	1997-11-19	201 N FIGUEROA ST		1997LA69836

Building Permit results with the Sub Type column highlighted.

Record details and PDF documents

Expand a record's metadata

Click a record to expand its **metadata** for additional details.

RECORD DESCRIPTION	
Record ID	9762334
Doc Type	BUILDING PERMIT
Sub Type	ALTERATION
Doc Date	10/7/1997
Primary Use	13
Comments	This document shows the following information: Insp Group = I; Value or Grading CuYds = 83000.

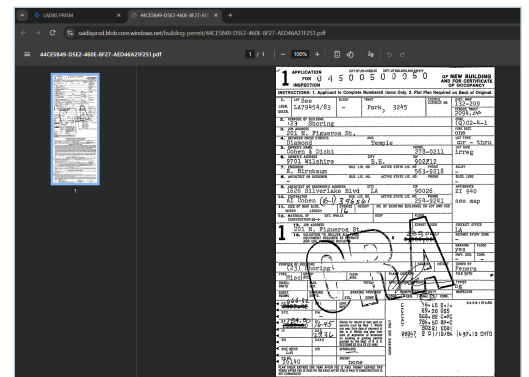
Open an available PDF

Select the **PDF icon** on the record's row. The document opens as a PDF in a **separate browser tab**.

1983LA79454	PDF ↗
1984LA80321	PDF ↗

Use the PDF action on the record's row.

Opening a record's metadata and opening its PDF are separate actions. Use the PDF icon when an online document is available.



Document open in a separate tab.

Timeline and Cards views

Timeline view

Choose **Timeline** to display the records from **most recent to oldest**.

2012 1 record	☐ Aug 2	BUILDING PERMIT · SIGN	ISSUED	201 N FIGUEROA ST · 12048-10000-01563	PDF ↗
2001 3 records	☐ Apr 10	BUILDING PERMIT · SIGN	ISSUED	201 N FIGUEROA ST · 01048-10000-00478	
	☐ Apr 10	BUILDING PERMIT · SIGN	ISSUED	201 N FIGUEROA ST · 01048-10000-00478	PDF ↗
	☐ Apr 10	BUILDING PERMIT · SIGN	ISSUED	201 N FIGUEROA ST · 01048-10000-00478	PDF ↗
1997 5 records	☐ Nov 19	BUILDING PERMIT · ALTERATION		201 N FIGUEROA ST · 1997LA69835	
	☐ Nov 19	BUILDING PERMIT · ALTERATION		201 N FIGUEROA ST · 1997LA69838	
	☐ Nov 19	BUILDING PERMIT · ALTERATION		201 N FIGUEROA ST · 1997LA69836	
	☐ Oct 7	BUILDING PERMIT · ALTERATION		201 N FIGUEROA ST · 1997LA68328	
	☐ Aug 18	BUILDING PERMIT · ALTERATION		201 N FIGUEROA ST · 1997LA66589	
1995 2 records	☐ Mar 2	BUILDING PERMIT · ALTERATION		201 N FIGUEROA ST · 1995WL25198	

The example timeline groups results by year, with the newest years first.

Cards view

Choose **Cards** to display each record as a separate card. This view is designed primarily for **mobile users**.

☐ BUILDING PERMIT · ALTERATION 201 N FIGUEROA ST 1997LA68328 · #9762334 Details Print	☐ BUILDING PERMIT · ALTERATION 201 N FIGUEROA ST 1995LA29904 · #9762335 Details Print	☐ BUILDING PERMIT · ALTERATION 201 N FIGUEROA ST 1997LA66589 · #9762336 Details Print
☐ BUILDING PERMIT · ALTERATION 201 N FIGUEROA ST 1997LA69835 · #9762337 Details Print	☐ BUILDING PERMIT · ALTERATION 201 N FIGUEROA ST 1997LA69838 · #9762338 Details Print	☐ BUILDING PERMIT · ALTERATION 201 N FIGUEROA ST 1997LA69836 · #9762339 Details Print
☐ BUILDING PERMIT · 1988-02-05	☐ BUILDING PERMIT · 1989-09-07	☐ BUILDING PERMIT · 1985-04-26

Create a summary report

- 1. Return to **Table** view and check the boxes beside the records to include.
- 2. Select **Summary of selected**.

3 selected

Summary of selected

☐	BUILDING PERMIT	ALTERATION	1987-10-28	201 N FIGUEROA ST	1987LA79317	
☐	BUILDING PERMIT	ALTERATION	1988-07-14	201 N FIGUEROA ST	1988LA04130	

Selected-record count and Summary of selected action.

- 3. PRISM opens a **print preview** with a summary of the selected records.

9/30/26, 9:19 AM

Document Search - Summary Report

Page 1

Records not available as a **PDF** from the PRISM database may be requested by:

1. Email a completed **RECORDS RESEARCH REQUEST FORM** to records.lacounty@prism.dbs.lacounty.gov. **OR**

2. Use your **Angeleno Account** to make an appointment. Uploading a completed **RECORDS RESEARCH REQUEST FORM** will be required. Appointments available at the following office locations:

Maple View Noyes

201 N Figueroa St,
1st Floor, Room 110
Record Counter
Los Angeles, CA 90012

6262 Van Noye Blvd,
2nd Floor, Room 201
Record Counter
Van Noye, CA 91401

Address: 201 N FIGUEROA ST

Document Type	Sub Type	Document Date	Document Number	Reel Batch Frame	Online
BUILDING PERMIT	ALTERATION	10/07/1997	1997LA68328		
BUILDING PERMIT	ALTERATION	01/04/1988	1988LA85187	HIST: P0176 001 0092	
BUILDING PERMIT	ALTERATION	01/14/1988	1988LA86362	HIST: P0176 002 0194	

Generated 09/30/2026 - 3 selected

Print

1 page

Destination

Save as PDF

Pages

All

Layout

Portrait

More settings

Save

Cancel

- 4. Review RBF information.

The report includes **Reel Batch Frame (RBF)** information for selected records **where available**.

Address: 201 N FIGUEROA ST

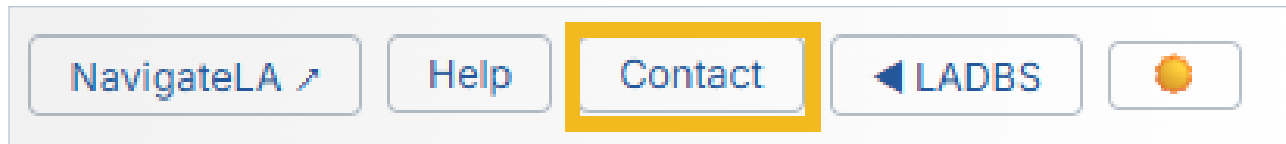
Document Type	Sub Type	Document Date	Document Number	Reel Batch Frame	Online
BUILDING PERMIT	ALTERATION	10/07/1997	1997LA68328		
BUILDING PERMIT	ALTERATION	01/04/1988	1988LA85187	HIST: P0176 001 0092	
BUILDING PERMIT	ALTERATION	01/14/1988	1988LA86362	HIST: P0176 002 0194	

Generated 09/30/2026 - 3 selected

Enlarged report detail. RBF values are listed in the Reel Batch Frame column.

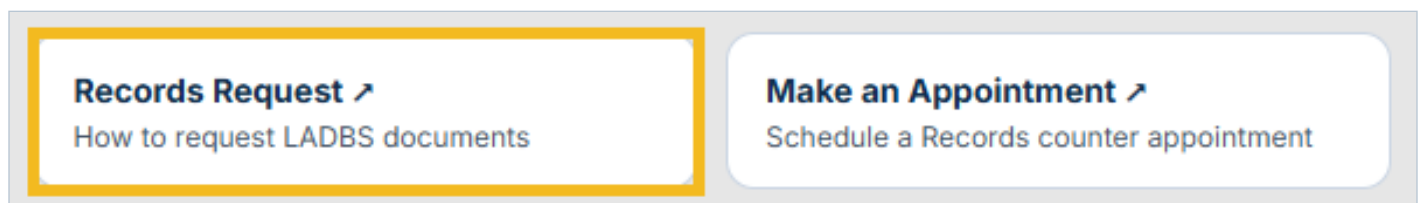
Contact the Records group

Can't find an available PDF for your record? Reach out to the **Records Group** for assistance. Select **Contact** in the top-right corner.



The Contact link is highlighted in the upper-right navigation.

Submit a records request



Select Records Request on the Contact page.

To submit a request to the Records Group, fill out a **records request form** and email it to:

records.ladbs@lacity.org

Records request form

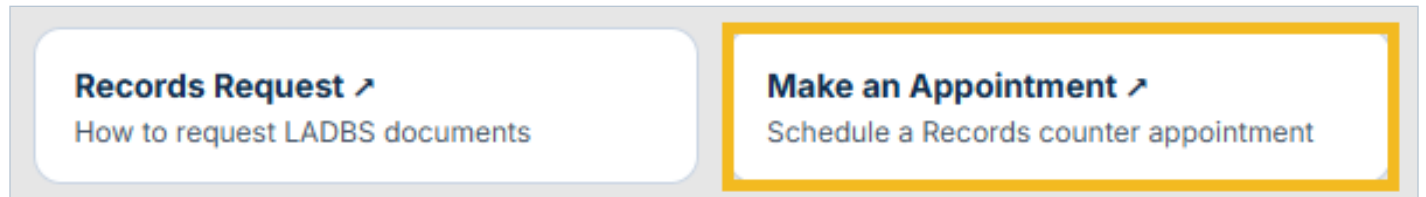
<https://dbs.lacity.gov/sites/default/files/efs/forms/research-request-form-ad-form-01.pdf>

LADBS LOS ANGELES DEPARTMENT OF BUILDING & SAFETY			
Reference No.:		RECORDS RESEARCH REQUEST FORM	
Document No.:	REQ.FRM.A	Effective:	8-18-2022
Previously Issued as:		Revised:	
City of Los Angeles - Department of Building & Safety RECORDS RESEARCH REQUEST FORM			
DATE: _____		OFFICE USE ONLY	
NAME: _____		APPT ID: _____	
E-MAIL: _____		☐ EMAIL REQUEST	
CONTACT PHONE: _____		COMPANY / AGENCY: _____	
REQUEST FOR BUILDING RECORDS			
ONLINE RESOURCES Visit dbs.lacity.gov to use the Search Online Building Records database to obtain your records online.		BY EMAIL Email this completed form to Records.LADBS@lacity.org	
OR BY APPOINTMENT Office visit by appointment only https://appointments.lacity.org/apptsys/Public/Account and are only available at the following locations:			
Metro Office 201 N. Figueroa St., 1st Floor, Room 110 Los Angeles, CA 90012		Van Nuys Office 6262 Van Nuys Blvd., 2nd Floor, Room 251 Van Nuys, CA 91401	
PROPERTY ADDRESS(ES) (or range of addresses if same lot/property - 3 addresses per request)			
INFORMATION REQUESTED Select from the following by checking the box next to it - Use the comments section for further clarification. Copies of documents are \$0.10 cents per page.			
☐ Building Permits	☐ Mechanical Permits	☐ Grading Documents	OFFICE USE ONLY
☐ Plot Plan	☐ Electrical Permits		
☐ Certificate of Occupancy	☐ Modifications/Board Files	☐ Violations	
☐ Affidavits / Z.I. No. _____			
☐ Blueprints - May require additional time for processing. SEE OVER FOR DETAILS & REQUIREMENTS			
Comments/Reason for Records Research Request: _____			
As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services and activities. 1/3			

Records Research Request Form (page 1).

Appointments and locations

To visit one of our physical locations for a records request, please **schedule an appointment**. Select **Make an Appointment** on the Contact page.



Make an Appointment is highlighted on the Contact page.

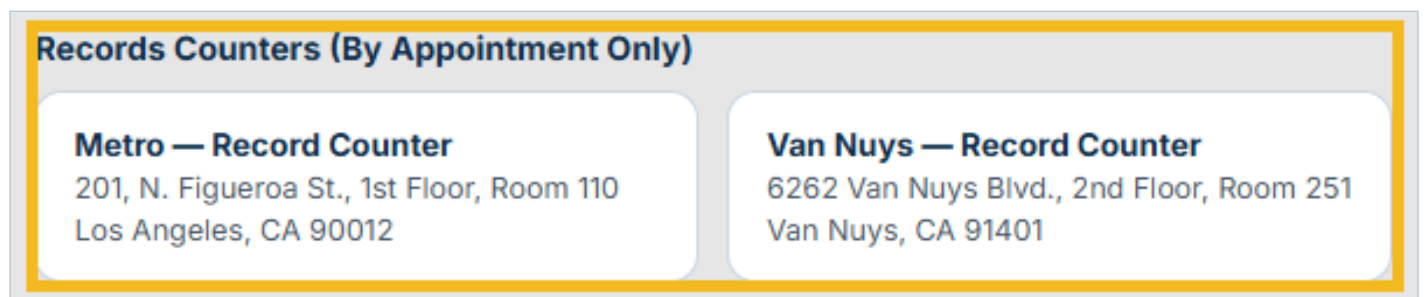
Appointment website

<https://appointments.lacity.org/apptsys/Public/Account>

Please note: A completed records request form must be attached when scheduling your appointment.

Record counter locations

The locations of our records counters can also be found on the Contact page.



Metro and Van Nuys record counter locations.

Records counters are **by appointment only**.