Retrieving/Finding your RBR Report on Line

Your report should be ready within 2 to 3 business days. For assistance with your report, please call Marlena Gallegos at 415-485-3086.

To find your report: Enter the following in your web browser: <u>https://www.cityofsanrafael.org/online-</u> records-search/ or you can go directly to the search page by entering:

http://epermits.cityofsanrafael.org/etrakit3/Search/permit.aspx Click on the "2000 to Present" button.



By clicking where it says "Click here for search examples" you can get an idea of what is needed to accurately search. For example, if a street is known as 4th, putting in Fourth will not produce a result.

Permits ⊩ Apply	Permit Search		
▶ Search	Search By: Address V Begins With V	SEARCH	Click here for search examples
Projects ► Search Projects			search example
Contractor Search Contractors			
Properties			

There is no need to add the suffix (St/Ave/Lane/Circle). It is not always necessary to spell out the entire street name.

As you can see, several permits came up when using the address for this search.

Searching by the permit number brings up only the one permit. Don't forget the dash when searching by permit number.

Single click on the Permit you want to open. Since we are looking for a Resale permit, you want to open the most recent permit that starts with an R. (See permit "Type" to help in your selection.)

Permits > Search Permits Projects > Search Projects	Search By: Address	h Begins (With 💟 29 upper oak	SEARCH	Click h search e	
Contractors ▶ Search	Permits					
Properties ► Search	Address	Permit Number	Permit Type	Permit Description	Permit Status	
Liconsos	29 UPPER OAK DR	B0104-007	BUILDING	Install Bay Window	FINALED	
Liconsos			MECHANICAL	Furnace	FINALED	
	29 Upper Oak Dr	M0208-012	MECHANICAL			
Licenses ▶ Search Licenses	29 Upper Oak Dr 29 UPPER OAK DR	M0208-012 R1307-049	RESALE	RBR Carolyn 250-2393	FINALED	

This is where you will find your report. Under Attachments: Click on the RBR Report **<u>pdf</u>** red link, to open your report. It can take several hours for the server to update. If your report has not uploaded to the web, the link will say not available. Wait a few hours and try again.

B0104-007		
M0208-012	Permit Info Site Info	Contacts (1) Inspections (2) Chronology Reviews
R1307-049		
B0007-082	Туре:	RESALE
	Subtype:	SFD
	Description:	RBR Carolyn 250-2393
	Status:	FINALED
	Applied Date:	7/22/2013
	Issued Date:	7/22/2013
	Approved Date:	7/22/2013
	Finaled Date:	7/31/2013
	Expiration Date:	
	Attachments:	
		eport 29 Upper Oak Dr RBR 7~2013.pdf