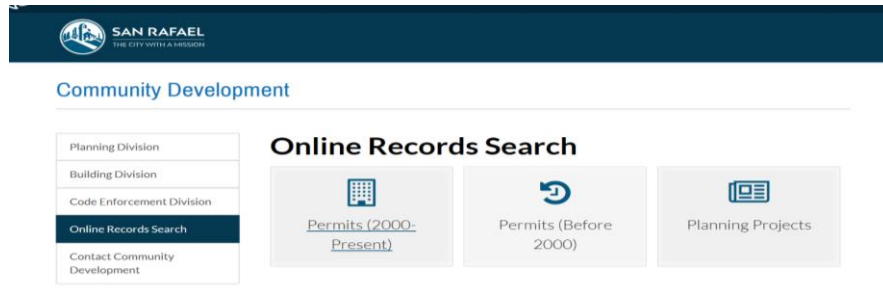


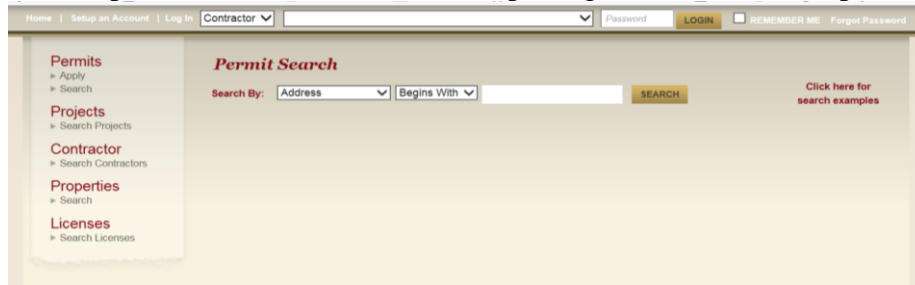
## Retrieving/Finding your RBR Report on Line

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: <https://www.cityofsanrafael.org/online-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.

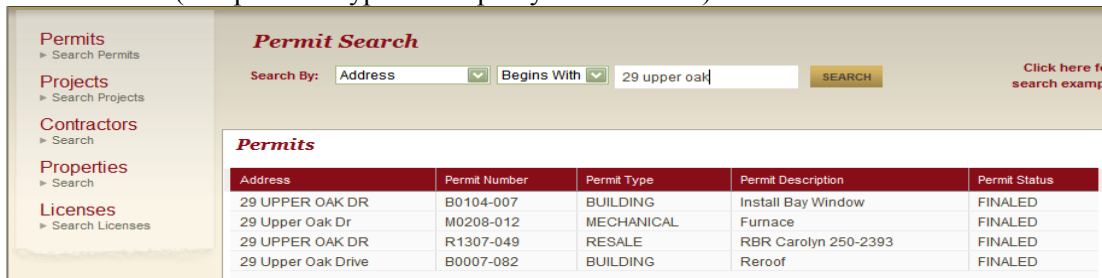


There is no need to add the suffix (St/Ave/Lane/Circle). It is not always necessary to spell out the entire street name.

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.)



This is where you will find your report. Under Attachments: Click on the RBR Report **pdf** 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
R1307-049
B0007-082

Permit Info   Site Info   Contacts (1)   Inspections (2)   Chronology   Reviews

**Type:** 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  
**Finalized Date:** 7/31/2013  
**Expiration Date:**

**Attachments:**  
RBR Report 29 Upper Oak Dr RBR 7-2013.pdf