

## FREQUENTLY ASKED QUESTIONS

### ◆ What will the mandatory records search tell me?

The mandatory records search will describe all the construction, repair, or alteration permits that have been issued for the subject property, and if the completion of that work was documented by the City to be in compliance with the applicable codes and regulations.

### ◆ What will an optional physical home inspection by the City tell me?

In addition to the records search report, a Building Inspector will make an onsite inspection of the property. Any unsafe conditions, construction code violations, or work done without the benefit of permits or inspections will be identified.

### ◆ What is the difference between the physical home inspection offered by the City and a home inspection offered by a private inspection service?

The physical home inspection offered by the City is conducted by an unbiased, properly-credentialed City employee specifically trained in construction practices and the building codes. The scope of inspection includes all applicable requirements in the various building codes that are adopted by reference in the Thousand Oaks Municipal Code.

A home inspection offered by a private inspection service may use various inspection criteria dependent upon that particular company's policies. The qualifications of the private home inspector may also vary depending on the inspection service company selected.

## OTHER AGENCIES (805 area code)

- Ventura County Fire Department ..... 389-9733
- Conejo Valley Unified School Dist. (ext. 271) ... 497-9511
- Calleguas Municipal Water District ..... 526-9323
- California American Water District ..... 498-6770
- California Water Service..... 497-2757
- Camrosa Water District ..... 482-4677
- Triunfo Sanitation District ..... 658-4605
- Ventura County Sheriff Department ..... 494-8256
- Ventura County Flood Control..... 654-2001
- Conejo Recreation & Parks District..... 495-6471
- Ventura County Environmental Health ..... 654-2813
- Air Pollution Control District..... 654-1400
- DigAlert/USA ..... 1-800-227-2600



City of Thousand Oaks  
 Community Development Department  
 2100 Thousand Oaks Boulevard  
 Thousand Oaks, California 91362  
 (805) 449-2500 www.toaks.org

*In compliance with the Americans with Disabilities Act, those needing special assistance to read this publication should contact the Building Division, 805/449-2500. Notification will enable the City to make reasonable arrangements to ensure accessibility to the information in this publication.*

*h:Forms.../Building/Residential  
 Resale/Resale Brochure.pub*

*Revised 7/17 (cj)*

# Residential Resale

## Report of Residential Building Records Program



**Important information  
 for buyers and sellers**



# CITY OF THOUSAND OAKS RESIDENTIAL RESALE REPORT OF RESIDENTIAL RECORDS PROGRAM

The City of Thousand Oaks Residential Resale Ordinance requires the seller of any residential property sold in Thousand Oaks to obtain from the City a “Building Records Report” of the property and provide this Report to the buyer prior to close of escrow. The Report that the City will provide includes copies of City records related to zoning and building permits for the specific property being sold. This helps inform the buyer about the home they are purchasing.

This mandatory Records Search can be requested by the agent, homeowner or escrow company. A service fee is due at the time the application is submitted. Applications should be filled out completely and legibly and submitted to the Community Development Department. Please allow up to 10 business days for the report to be compiled and emailed.

The Residential Resale Ordinance also allows the buyer or seller, at their option and cost, to request a physical inspection of the property by a City building inspector. This inspection is limited to determining the accuracy of City records and corrective work needed to meet minimum health and safety standards. Inspection service is typically requested by the buyer; however, the property owner’s permission is required for any onsite inspection.

Applications to request a Records Search and/or Physical Inspection can be obtained from the Community Development



Department, or you may download an application from our web site at:

[http://www.toaks.org/departments/  
community-development/building/  
residential-resale-reports-application](http://www.toaks.org/departments/community-development/building/residential-resale-reports-application)

If you would like a copy of the Resale Ordinance or have any questions please call the City of Thousand Oaks, Community Development Department at (805) 449-2500.

## SUMMARY OF CITY REQUIREMENTS WHEN YOU ARE SELLING YOUR HOME

### Mandatory Records Search

- Required for all residential resales
- Requested by and paid for by the seller
- Provide to buyer before close of escrow
- Service fee is \$82.00
- Processing time is up to 10 working days from City’s receipt of request

### Optional Physical Property Inspection

- Not mandatory
- City Inspector performs inspection
- Inspection service includes Records Search
- Service fee is \$308.00
- Permission for City Inspector to enter property is required by owner or owner’s agent
- Scheduling a physical inspection requires one week advance notice

### Open Permits

- If there are open permits for work that has not been inspected, then inspection and closing the permits will be required. Fees are as follows:

<u># of Open Permits</u>	<u>Fee</u>
1 – 5	\$ 38.00
6 - 9	\$ 68.00
10 or more	\$ 98.00