

Residential Requirements Report Request (3R)

Updated 10/21/22

Daly City [Ordinance No. 992](#) requires that prior to entering into an "Agreement of Sale" or exchange of a residential building of less than three units, the owner or authorized representative shall obtain from the City a report of the residential building record (3R) showing the regularly authorized use, occupancy and zoning classification of such property. The report shall be delivered to be buyer or transferee of the residential building prior to the consummation of the sale or exchange. The report is valid for six months from date of issuance.

The cost of the report is \$113. Payment can be made through one of following methods.

- Credit Card Authorization Form
- Check made payable to: City of Daly City
- Pay with cash or card in-person during business hours

For Office Use Only	
Date Received:	Payment Received (\$113): <input type="checkbox"/> Credit Card Authorization <input type="checkbox"/> Check <input type="checkbox"/> Cash

Upon receipt of this completed form with payment, a computerized search of Building Division records will be conducted, and pertinent information entered onto a 3R. A validated copy of the report will be returned to you via the delivery method chosen in your request. The report will be completed within five (5) working days of receipt. Please time your request accordingly.

Email the completed form with payment to buildingdivision@dalycity.org, send through fax, or mail to our office address.

Report Information	
Building Address:	
Requestor Name:	Request Date:
Company Name:	Email:
Company address:	
Phone:	Fax:
Report Delivery Method:	
<input type="checkbox"/> E-mail <input type="checkbox"/> Fax <input type="checkbox"/> Hold for Pick Up <input type="checkbox"/> US Mail	

City of Daly City Resale Requirements
<ul style="list-style-type: none"> ■ Property owners are required to ensure that at least one window in each bedroom has no security bars, or that existing security bars are releasable from the inside. ■ Before there can be a resale of any residential unit, smoke and carbon monoxide alarms shall be installed according to the California Residential Building Code. ■ Water heaters located in the garage area must be elevated at least eighteen inches (18") clearance above floor level unless water heater has a sealed combustion system chamber (FVIR type). ■ Daly City Municipal Code 15.66, Indoor Water Use Efficiency and Conservation Ordinance, requires written disclosure on pending sales of whether the property includes any non-compliant water efficient plumbing fixtures. If you have any water use questions, please call Water/Wastewater Resources at 650-991-8200. <p>Sewer lateral inspections at time of sale are not currently required.</p> <p>Note: There has been no physical examinations of the property itself. The 3R is compiled from Dally City Building, Planning, and Code Enforcement Divisions' records. Only permits issued through our computerized permitting program (generally after January 1989) are listed. Prior records are available for viewing in the Building Division offices; call or email the Building Division to schedule an appointment to view public records.</p>

This report makes no representation that the property is in compliance with the law. Any alteration, construction, occupancy, or use of the property other than listed in this report may be illegal and subject to removal or abatement and should be reviewed with the Building Division for compliance. If you required further information, please contact the Building Division via email: buildingdivision@dalycity.org or by calling 650-991-8061.

