

The City of Hayward keeps detailed property records for most parcels. Depending on the date of the most recent construction, the level of information will vary. It is important to note that the records kept by the City of Hayward represent the final determination of legal property status. The County of Alameda also keeps property records for each parcel, but these are primarily for tax assessment purposes. In some cases, non-permitted work can be shown on Alameda County property records. The actual legal status of a property can only be determined by reviewing the documents kept by the City of Hayward. In most cases City and County permit records match, but when records are unclear or contain conflicting information, Building and Planning staff are available to help interpret the documents in these situations.

- Step 1: Verify that the parcel is in Hayward’s jurisdiction.** To check the location of the property, please visit Hayward’s mapping site here: <https://webmap.hayward-ca.gov>
  
- Step 2: View Records Online as an option.** You may go online to <https://haywardselfservice.us/HSS> to view the most current permit records for a property. However, any records prior to 2014 are not available online.
  
- Step 3: Submit a Public Records Act Request to request electronic documents.** Please visit <https://www.hayward-ca.gov/services/city-services/submit-public-records-act-request-city-hayward> to submit your request for building records.

### **Making Electronic Copies of Archived Plans:**

The City of Hayward can provide electronic copies of plans and other documents. Because of copyright laws, drawings that are stamped and signed by a registered design professional (architect or engineer) must not be copied without written permission from the designer. This is done through an affidavit process that the City will facilitate for you. It will usually take up to 30 days before you will know if the release to copy the plans has been approved by the designer and current owner of the property.

**If you have any questions about the process of researching your property or obtaining the plans, please contact the Permit Center or visit the Permit Center during business hours.**