



# CITY OF INGLEWOOD

## ECONOMIC AND COMMUNITY DEVELOPMENT DEPARTMENT

### Building Safety Division

Christopher E. Jackson, Sr.  
Director

Mandhir Singh  
Building Official

## **REPORT OF BUILDING RECORDS AND CODE VIOLATIONS (PRESALE) APPLICATION SUBMITTAL PROCESS**

**Application Submittal:** A completed application along with payment can either be mailed or emailed to Building Safety.

- 1) **Mail-In Option:**
  - a) Download and fill out application from the City's website at:  
<https://www.cityofinglewood.org/DocumentCenter/View/151/Report-of-Building-Records-and-Code-Violations-PDF>
  - b) Include your payment in the form of a cashier's check, money order, escrow check, business check, or credit card authorization form at  
<https://www.cityofinglewood.org/DocumentCenter/View/16565/Credit-Card-Authorization-Fillable>
  - c) Mail your application along with your payment or credit card authorization form to:

**Mailing Address:**  
City of Inglewood  
Economic and Community Development Department  
c/o Building Safety Division  
One West Manchester Blvd., Suite 400  
Inglewood, CA 90301

- 2) **Email Option:**
  - a) Download and fill out application from the City's website at  
<https://www.cityofinglewood.org/DocumentCenter/View/151/Report-of-Building-Records-and-Code-Violations-PDF>
  - b) Fill out the credit card authorization form by downloading it at  
<https://www.cityofinglewood.org/DocumentCenter/View/16565/Credit-Card-Authorization-Fillable>
  - c) Email your application and credit card authorization form to  
[buildingsafety@cityofinglewood.org](mailto:buildingsafety@cityofinglewood.org)

**Processing and Payment of Application:** Once your application is received, Building Safety staff will review it for completeness and you will be contacted via email or phone.

**Processing Time:** Your application will be processed in approximately 30 days, however, there may be unforeseen delays due to COVID-19. The Presale report will not be released prior to payment confirmation. If you have any questions, please call Building Safety at (310) 412-5294.