**POST 1873 BUILDING PERMIT DRAWINGS**

The record series comprises the plans and documents on constructions having gained building permit between 1873 (the unification of Pest, Buda and Óbuda) and 2006. The earlier building permit plans of three towns are all digitised and accessible on the Digital Archives Portal (eleveltar.hu). The plans of the buildings standing in the districts XV-XXIII created in 1950 by annexing several neighbouring settlements to the capital are only kept in the collection from the time of their joining Budapest on. Earlier material may or may not be found among the records of the preceding settlements. The series is not complete – the files of several old buildings are missing or fragmented. After setting up the network of district level local governments in 1990, these have rarely or never sent in the plans approved by their building departments (or sent in just a copy of the building permit), thus the material for after 1990 is especially fragmented.

A complete file kept in the collection contains the following items: the original plans for the construction of the given building (including site maps, ground plans, sections and elevations); the architectural plans for later transformations, extensions, renovations and divisions; static plans and calculations; central heating plans (mainly from the 1930s and 1940s); demolition plans; plans for elevator installations; plans for shop fronts, signs and neon lights and building and usage permits. After 1940 written descriptions of the planned constructions were also required. Machinery plans are scarce in our collection.

Items are arranged in the series according to the building lots’ current registration numbers, thus research is only possible in the knowledge of these. Research is carried out in the Plan Collection research room. Requests can be submitted by researchers registered in the archives. Five lot registration numbers can be requested on one occasion and requests are met on the third workday after submitting the request form. Requests concerning more than 0.5 shelf meters of documentation are met on the 8th subsequent workday.

The reference number of the collection is: BFL XV.17.d.329. The files are arranged in the order of the building lots’ registration numbers – a list of the items can be downloaded in .xls format (Excel file) here. The reference number of a file is made up of the collection’s ref. number and the lot number.

For online search in the plan collection database, use the following search box. Enter the building lot’s registration number, e.g. 26276/5.

If the number is listed, it only means that the file contains material pertaining to the given lot – however, it might or might not contain the given type of document or period you are looking for. This can only be ascertained by looking into the specific documentation.

Making notes on the plan sheets or making lucida copies is strictly forbidden!

Documents handed out to researchers should be returned without injury, in the original order, folded in A4 format.

**OPENING HOURS**

The opening hours of the plan collection are the same as those of the main research room.

* Monday: 9.00 - 16.00
* Tuesday: 10.00 - 19.00
* Wednesday: 9.00 - 16.00
* Thursday: 10.00 - 19.00
* Friday: closed

**REPROGRAPHY SERVICES**

1. Photocopying of plans and documents of size A4 and A3 (done by the researcher or the archivist depending on the condition of the documents – if not self-service, the deadline is maximum 2 workdays)
2. Scanning of plans larger than size A3, deadline (depending on the condition of the document): 3-6 workdays
3. Following the purchase of a photo ticket, digital photos can be made of any plan or document (own camera, no flash, no tripod)