

**AFFIDAVIT REQUEST FOR DUPLICATION OF OFFICIAL PLANS**

Health and Safety Code Section 19850-19853 requires building departments to maintain an official copy of plans for every building during its life for which a building permit has been issued. This official copy shall be open for inspection as a public record. The plans may not be duplicated without completing the following:

1. Complete and sign Request Duplication of Official Copy of Plans below.
2. Complete and sign the attached Affidavit.
3. Provide the above to Building Safety Division to send via registered mail to design professional.
4. Provide written (original copy) permission from the design professional with signature to release plans for purposes of duplication.

**REQUEST DUPLICATION OF OFFICIAL COPY OF PLANS****ARCHITECT INFORMATION**

Name: \_\_\_\_\_ State License No: \_\_\_\_\_

Address: \_\_\_\_\_  
(Number) (Street) (City) (State) (Zip)

Signature

Date

**ENGINEER INFORMATION**

Name: \_\_\_\_\_ State License No: \_\_\_\_\_

Address: \_\_\_\_\_  
(Number) (Street) (City) (State) (Zip)

Signature

Date

**PROPERTY OWNER INFORMATION**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
(Number) (Street) (City) (State) (Zip)

Signature

Date

As the certified, licensed, or registered professional who signed the original documents for the project address noted on the attached Affidavit, or his or her successor, we are required by law to notify you that the undersigned has requested copies of your signed plans.

**Health and Safety Code Section 19850-19853 Inspection and Duplication of Plans**

The City retains building plans for permitted development projects in accordance with the Health & Safety Code. Building plans are public record for viewing; however, building plans are subject to "copyright law" which states it is against the law to allow the duplication of these documents without receiving written permission from both the owner of the property and (1) all certified, licensed, or registered professionals or (2) their successors (if any) who signed the original documents, or (3) by order of a proper court.

I, the undersigned, hereby request duplication of the official copy of plans for requested project at

Address:

(Number) (Street) (City) (State) (Zip)

I certify the following conditions:

1. The copy of the plans shall only be used for the maintenance, operation, and use of the building.
2. The drawings are instruments of professional service and are incomplete without the interpretation of the certified, licensed, or registered professional of record.
3. Subdivision (a) of Section 5536.25 of the Business and Professions Code states that a licensed architect who signs plans, specifications, reports, or documents shall not be responsible for damage caused by subsequent changes to, or use of, those plans, specifications, reports, or documents where the subsequent changes or uses, including changes or uses made by state or local governmental agencies, are not authorized or approved by the licensed architect who originally signed the plans, specifications, reports, or documents, provided that the architectural service rendered by the architect who signed the plans, specifications, reports, or documents was not also a proximate cause of the damage.

Duplication of the original copy of plans will not be made until written permission and signature is received from the certified, licensed, or registered professional of record or his or her successor. The City will send certified letters to all parties who must release copies of the desired drawings. If the plan releases are not received from the involved parties, then copies of the building plans cannot be released.

APPLICANT INFORMATION

Name:

Company:

Phone:  Email:

Address:

(Number) (Street) (City) (State) (Zip)

Signature

Date