



## **ARCHIVED BUILDING PLANS AND DOCUMENTS**

Building permits and plans are public record, and may be viewed at the Development Services Department, between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday.

Plans and documents are generally available for commercial, industrial, and multi-family residential projects. Plans are available for some single-family homes. Plans are searchable by address.

### **DUPLICATION OF PLANS**

In accordance with the California Health and Safety Code, Section 19851, the official copy of the plans (which are stamped and/or signed by a licensed professional) maintained by the building department of a city or county may not be duplicated in whole or in part except:

1. With the written permission of the certified, licensed or registered professional or his/her successor, if any, who signed the original documents and written permission of the current owner of the building, or, if the building is part of a common interest development, with the written permission of the board of directors, or governing body of the association established to manage the common interest development, or,
2. by order of a proper court.

To request copies of plans prepared by a licensed professional, complete the form on the second page and return it to the Building and Safety Division. The Division will contact the architect/engineer for permission to duplicate the plan. This process could take up to 30 days. When permission has been granted, you will be notified.

Plans or documents, which are not stamped and signed by a licensed architect or engineer, can be duplicated without further permission.

Microfiche requests must be read in person, in order to obtain the plan number, and page number(s) and the architect/engineer information.

Contact the Building and Safety Division for information regarding the fees for copies of plans and documents.

**PLAN DUPLICATION REQUEST**

Requestor's Name: \_\_\_\_\_ Phone # \_\_\_\_\_

<u>Building Plan Address</u>	<u>Project/Permit No.(s)</u>	<u>Page No.(s)</u>
_____	_____	_____
<u>Name of Architect/Engineer</u>	<u>Address</u>	<u>License No.</u>
_____	_____	_____

**DECLARATION IN SUPPORT OF REQUEST FOR COPY OF BUILDING PLANS**  
**CALIFORNIA HEALTH AND SAFETY CODE SECTION 19851**

I, \_\_\_\_\_ (name), declare as follows:

1. I made a request to duplicate plans for construction located at \_\_\_\_\_  
(address)

2. In connection with my use of these plans, I hereby state all of the following:

- a. **THAT THE COPY OF THE PLANS SHALL ONLY BE USED FOR THE MAINTENANCE, OPERATION, AND USE OF THE BUILDING.**
- b. That drawings are instruments of professional service and are incomplete without the interpretation of the certified, licensed, or registered professional of record.
- c. That 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 government 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.

I declare under penalty of perjury that the foregoing is true and correct and that this Declaration was

executed on \_\_\_\_\_, at \_\_\_\_\_, California.  
(date) (city)

\_\_\_\_\_  
(Signature of declarant)