



## REQUEST FOR DUPLICATION OF PLANS OR DOCUMENTS

The Building Division maintains approved building permit documents including plans, specifications, reports, and other associated documents. As required by the Health & Safety Code, Section 19851, a Building Department, prior to copying plans or documents prepared by a certified, licensed, or registered professional, must first attempt to contact the preparer who signed the original plans or documents (or the preparer's successor, if any) and the original or current owner of the building for permission to copy the plans or documents. To request copies of plans or other documents, please follow the procedures detailed below:

- Complete the Request for Duplication of Plans Affidavit and, if applicable, the Property Owner's Permission to Duplicate Plans form. If you are not the current owner of the property, staff will request written permission from the original or current property owner.
- Pay the fee for the services below as provided in the Master Fee Schedule.
- Staff will request written permission of the certified, licensed, or registered professional or successor, if any, who signed the original documents.

After 30 days, if no response is received from the certified, licensed, or registered professional, it will be deemed as the professional's consent for the duplication of plans or documents. The City must still receive written permission from the original or current owner before the plans or documents will be copied and provided to you.

*\*An alternative to the above process, the requestor may contact the certified, licensed, or registered professional or his or her successor, if any, and the original or current property owner to obtain written permission to duplicate the requested plans or documents.*



**REQUEST FOR DUPLICATION OF PLANS AFFIDAVIT**

Date of Request	
Property or Site Address	
Permit Number(s) (if known)	
Description of Plans and/or Documents	
Name of Requestor	
Phone Number	
Email Address	

I, \_\_\_\_\_, request copies of the approved plans and/or documents for the above address. I understand and will comply with the following:

1. The copy of the plans or documents shall only be used for the maintenance, operations, and use of the building.
2. Those drawings are instruments of professional service and are incomplete without the interpretation of the certified, licensed, or registered professional of record.
3. That subdivisions (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 a 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.
4. I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

\_\_\_\_\_  
Requestor's Signature



**PROPERTY OWNER'S PERMISSION TO DUPLICATE PLANS OR DOCUMENTS**

The City of Brisbane has received a request for permission to duplicate plans or documents that were originally prepared by a licensed, registered, or certified professional regarding the property you [owned] [own]. Pursuant to the Health & Safety Code, Section 19851, a Building Department, prior to copying plans or documents prepared by a licensed, registered, or certified professional, must first attempt to contact the original or current property owner and the licensed, registered, or certified professional for permission to copy the plans or documents. You are receiving this request as [an original] [a current] owner of the property.

Attached to this request is the required Affidavit signed by the requestor requesting copies of the plans and/or documents.

Please complete the section below and return to the City of Brisbane, Community Development Department, 50 Park Place, Brisbane, CA 94005, no later than 30 days from the postmark date on this notice.

Date	
Property Owner's Name	
Phone Number	
Email Address	

I give permission for the plans or documents to be duplicated.

\_\_\_\_\_  
Property Owner's Signature



**REQUEST FOR PERMISSION TO DUPLICATE PLANS OR DOCUMENTS**

The City of Brisbane has received a request for permission to duplicate plans or documents that were originally prepared by you. Pursuant to the Health & Safety Code, Section 19851, a Building Department, prior to copying plans or documents prepared by a certified, licensed, or registered professional, must first request written permission from the certified, licensed, or registered professional who signed the original documents (or from the professional's successor) and from the original or current property owner. Your failure to respond to this request within 30 days will be deemed consent for the duplication of plans and/or documents.

Attached to this request is the required Affidavit signed by the requestor requesting copies of the plans and/or documents.

Please complete the section below and return to the City of Brisbane, Community Development Department, 50 Park Place, Brisbane, CA 94005, no later than 30 days from the postmark date on this notice.

Date	
Name of Certified, Licensed or Registered Professional	
Phone Number	
Email Address	

I give permission for the plans and/or documents to be duplicated.

\_\_\_\_\_  
Signature