



PROCEDURE REQUESTS FOR DUPLICATION OF PLANS

EFFECTIVE: 08.18.25

SUMMARY

The purpose of the form is to request permission to duplicate plans or documents that were originally prepared by a licensed, registered, or professional Architect/Engineer. Section 19851 of the Health & Safety Code of the State of California requires that Building Departments, prior to copying plans or documents prepared by a licensed, registered, or certified professional, must first attempt to contact preparer for permission to copy the plans or documents, in addition to obtaining the property owner's authorization.

THE REQUEST FOR DUPLICATION OF PLANS

- Applicant to complete the (Requestor, Owner and Architect/Engineer) sections of the packet and email completed packet to building@paloalto.gov * *It is the responsibility of the person making the request for duplication of plans to fill out the form(s) legibly and accurately and provide the information to staff. Staff is not responsible for the correctness of information.* **
- There is a fee of \$305.00 (non-refundable) to be paid online at [ACA Citizen portal](#)
- After 30 days if no response from property owner this request is voided. If owner approves and no response from professional within 30 days, staff may proceed with request.



REQUEST FOR DUPLICATION OF PLANS

AFFIDAVIT

Date of request:
Property or Site Address:
Permit Number(s):
Name of requestor:
Phone number:
Email address:

I, _____, request copies of the official plans for the above address, I understand and will comply with the following (please initial all sections below):

____ That the copy of the plans shall only be used for the maintenance, operations and use of the building.

____ Those drawings are instruments of professional service and are incomplete without the interpretation of the certified, licensed, or registered professional of record.

____ 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 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.

Signature of Requestor: _____



REQUEST FOR DUPLICATION OF PLANS

PROPERTY OWNER'S PERMISSION TO COPY PLANS

The City of Palo Alto has received a request for permission to duplicate plans or documents for the property you own.

Section 19851 of the Health & Safety Code of the State of California requires that building departments prior to copying plans or documents prepared by a licensed, registered, or certified professional must first attempt to contact the owner or the board of directions of a common interest development for permission to copy the plans or documents. Failure to respond to this letter with 30 days will not constitute an approval on your part for authorization to copy the plans or documents.

Attached to this request is the required affidavit signed by the party requesting copies of the plans or documents.

Please complete all sections below. Return to us at the City of Palo Alto Development Center, 285 Hamilton Avenue, Palo Alto, CA 94301, no later than 30 days from the postmark on this notice.

Date:
Owner's Name:
Address:
Phone Number:
Email address:
Permit number(s):

Property Owner's Signature: _____



REQUEST FOR DUPLICATION OF PLANS

REQUEST FOR PROFESSIONAL'S PERMISSION TO COPY PLANS

The City of Palo Alto has received a request for permission to duplicate plans or documents that were originally prepared by your office.

Section 19851 of the Health & Safety Code of the State of California requires that building departments prior to copying plans or documents prepared by a licensed, registered, or certified professional must first attempt to contact the owner or the board of directions of a common interest development for permission to copy the plans or documents. Failure to respond to this letter with 30 days will constitute an approval on your part for authorization to copy the plans or documents.

Attached to this request is the required affidavit signed by the party requesting copies of the plans or documents.

Please complete the information in the box below and return to us at the City of Palo Alto Development Center, 285 Hamilton Avenue, Palo Alto, CA 94301, no later than 30 days from the postmark on this notice.

Date
Architect/Engineer (circle one) name
Business address:
Phone Number:
Site Address:
Permit number(s):

Signature of Professional: _____