



## PROCEDURE REQUESTS FOR DUPLICATION OF PLANS

EFFECTIVE: 03/11/2021

### 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.

### PROCESSING THE REQUEST FOR DUPLICATION OF PLANS

1. Applicant to set appointment to come in to the office to use self-help computer to view property file by calling 650-329-2496 option 1,3 for property file review. Take note of property address, file/permit numbers to be duplicated.
2. Applicant/Property owner may request for duplicate plans by going to City of Palo Alto website and downloading the request forms <https://cityofpaloalto.org/civicax/filebank/documents/75169> or pick up hard copy packet in the office during appointment.
3. Applicant to complete the (Requestor, Owner and Architect/Engineer) sections of the packet and email completed packet to [orshi.corpos@cityofpaloalto.org](mailto:orshi.corpos@cityofpaloalto.org). **\*\* 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. \*\***
4. Coordinator to create a permit record for fee assessment.
5. Applicant to pay fee of \$ 88.20 to be paid online at ACA Citizen portal <https://aca.accela.com/paloalto/Default.aspx>, and notify their coordinator that fee has been paid.
6. Coordinator to verify fee was paid.
7. Orshi to email coordinator who is going in to office to print relevant pages and prepare for mailing.
8. Coordinator in office to walk envelopes over to mail room in City Hall A Level Mail room.
9. Staff receives copies back and processes accordingly (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.
10. Staff to contact applicant to e-mail plans.

**In-Office Staff Procedures:**

1. Make sure all the forms are filled out completely, incomplete forms will not be accepted.
2. Create an Accela record for fees and use MISC fee schedule [REQUEST FOR RELEASE OF BUILDING PLANS].
3. Prepare envelopes (address and stuff with affidavit and request form) fill out certified mail sticker and put on envelope.
4. Make a hard copy of each request form and affidavit, attach copy of certified receipt and save in large file cabinet in the DC.
5. Mail copy of the request affidavit with **each** request form sent to applicable professional (Architect/Engineer) and owner by certified mail with return receipt within 24 hours of request received.
6. The owner of the property must approve the duplication request. If the owner does not respond or does not approve the request within the 30 day time frame the request is void in its entirety. (put a note on your calendar to follow up after the 30 days are over)
7. If the Architect/Engineer fails to respond to the letter within 30 days, we will constitute that as an approval on their part for authorization to copy the plans or documents.
8. If the Architect/Engineer and owner provides an approval authorization, staff will contact the requestor to email them a copy of the requested plans.

**ASSOCIATED DOCUMENTS**

- Completely filled out request forms for each registered professional and owner done by requestor.



## 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.

That 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:
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: \_\_\_\_\_