



DEVELOPMENT SERVICES

## INSTRUCTIONS FOR DUPLICATION OF PLANS

EFFECTIVE: 11/15/2019

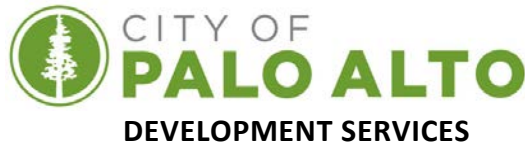
---

**The purpose of this packet is to request duplication of plans or documents that were originally prepared by a licensed, registered, or certified professional.**

**Section 19851 of the Health & Safety Code of the State of California requires that Building Departments, prior to copying plans or documents prepared by licensed, registered or certified professional, must first attempt to contact the preparer of those documents for permission to copy the plans or documents, in addition to getting the property owner's authorization.**

Procedures for requestor:

1. Fill out all the pages of the attached packet completely and accurately. Staff is not responsible for illegible or incorrect information listed. If additional pages are needed, please make copies of the applicable page(s). Bring completed packet back to the Development Center and submit request. A processing fee applies.
2. Once the completed request is received request forms will be mailed out via certified mail to the owner of the property and each professional with the requestor's affidavit within 24 hours of the received date. The professionals have 30 business days to respond back to the City. If the professional fails to respond to the letter within 30 days that will constitute an approval on their part for authorization to copy the plans or documents.
3. If the owner does not respond in writing within the 30 days the entire request is void.
4. Once required approvals are received or the 30 days have passed staff will contact the requestor to come in and pick-up the copy of the plans (print copy only). Fees apply for producing these copies.



## REQUEST FOR DUPLICATION OF PLANS

### AFFIDAVIT

Date of request:
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:

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

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

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 sign this request at the bottom of this form and return to us at the, Planning and Development Services Development Center, 285 Hamilton Avenue, Palo Alto, CA 94301, no later than 30 days from the postmark on this notice.

Property Owner’s Signature: \_\_\_\_\_



## REQUEST FOR DUPLICATION OF PLANS

### REQUEST FOR PROFESSIONAL’S PERMISSION TO COPY PLANS

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

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 sign this request at the bottom of this form and return to us at the, Planning and Development Services Development Center, 285 Hamilton Avenue, Palo Alto, CA 94301, no later than 30 days from the postmark on this notice.

Signature of Professional: \_\_\_\_\_