



Request for Duplication of Plans

Date: _____

Requestor Name: _____

Site Address: _____

Building Permit Number(s): _____

AFFIDAVIT

I, _____, request copies of the official plans for the above mentioned address. I understand and will comply with the following:

1. That the copy of the plans shall only be used for the maintenance, operation and use of the building.
2. That drawings are instruments of professional service and are incomplete without the interpretation of the certified, license, or registered professional of record.
3. 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 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.

Signed: _____ Date: _____





DEVELOPMENT SERVICES

CITY OF
**PALO
ALTO**
285 Hamilton Avenue
Palo Alto, CA 94301
650.329.2496

Request for Owner's Permission to Copy Plans

Date: _____

Owner: _____

Owner Address: _____

Site Address: _____

Building Permit Number(s): _____

The City of Palo Alto has received a request for permission to duplicate plans or documents that were prepared for a building of which you are the original or current owner

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 it to us at the Inspection Services Division, Palo Alto Development Center, 285 Hamilton Avenue, Palo Alto, California 94301, no later than 30-days from the date of this notice.

Signed: _____ Date: _____





DEVELOPMENT SERVICES

CITY OF
**PALO
ALTO**
285 Hamilton Avenue
Palo Alto, CA 94301
650.329.2496

Request for Architect/Engineer's Permission to Copy Plans

Date: _____

Architect/Engineer: _____

Firm Address: _____

Site Address: _____

Building 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.

Failure to respond to this letter within 30-days, absent extenuating circumstances, will constitute an approval on your part for authorization to copy the plans or documents. Pursuant to 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 preparer for permission 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 it to us at the Inspection Services Division, Palo Alto Development Center, 285 Hamilton Avenue, Palo Alto, California 94301, no later than 30-days from the date of this notice.

Signed: _____

Date: _____



CityofPaloAlto.org