



Request for the Duplication of Plans

There is a \$ 205.13 fee for the duplication of plans due at the time of submittal

The Building Division archives some plans in accordance with record retention requirements. The plans, if archived, are available for public viewing while at the Building Division counter. However, you may not print copies, take photos, or reproduce any portion of the copyrighted documents. [California Health and Safety Code Chapter 10, Section 19851](#) prohibits the duplication of official building plans, or construction documents such as reports and structural calculations associated with those plans, unless approved by the property owner, and the licensed, registered design professional that owns the copyright to the plans. If you need to obtain copies of any plan sets or construction documents, please follow the process below for the Duplication of Building Plans.

Please first visit the Building Division's public counter to ensure that the archived plans you are requesting are available. If, after confirming that the City has the plans on record, you choose to proceed with obtaining official copies of building plans, please take record of the names of all design professionals who have their signatures and/or stamp present on the plans and submit a Request for the Duplication of Plans to the Building Division.

--Approval Process--

Please be prepared for the authorization and approval process from the design professional to take 30 - 60 days to complete and additional time for City staff to process. [California Health and Safety Code Section 19851\(f\)\(1\)](#) states that the design professional has 30 days to respond to this request. However, if the Building Official determines that the design professional is unavailable to respond within 30 days of receipt of the request due to serious illness, travel, or other extenuating circumstances, the time period shall be extended to allow the professional adequate time to respond, as determined to be appropriate to the individual circumstance, but not to exceed 60 days.

The Building Division will send registered or certified letter to all licensed design professionals that have stamped the plans requesting their permission to duplicate the official copy of the plans. The request will be sent to the most recent address of the design professional available from [California Architects Board](#) or [Dept. of Consumer Affairs \(engineers\)](#).

- The Building Division will NOT release plans until permission is granted by the listed certified, licensed, registered design professional(s) that stamped and/or signed the plans and the property owner.
- [California Health and Safety Code Chapter 10, Section 19851](#) states that design professionals shall not unreasonably withhold permission for duplication of plans or construction documents. Refusal to permit the duplication of the plans is deemed unreasonable if, upon request from the Building Division, the professional does either of the following:
 1. Fails to respond to the Building Division within 30 days of receipt of the request.
 2. Refuses to give his/her permission for the duplication of the plans after receiving the signed affidavit and registered or certified letter.
 - o The City will proceed with duplication of the plans thirty (30) days after the design professional has been sent the required affidavit and written request, if no response is provided.
- You must also obtain authorization from the property owner (the City will NOT issue a duplication of plans unless permission is granted by the current property owner).
 - o There is no automatic presumption that withholding permission by the owner is unreasonable, as is the case with the design professional. Refusal by a property owner to permit duplication of official plans will be evaluated on a case-by-case basis to determine reasonableness.
- If the property owner approves this request and we do not receive a response from the design professional within 30 days staff may proceed with request.

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