



# ARCHIVED BUILDING PLANS AND DOCUMENTS

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Plans and documents are generally available for commercial, industrial, and multi-family residential projects. Plans are available for some single-family homes. A Public Records Act form is required to be filled out and submitted to the City Clerk's office. Records are requested and released through the City Clerk's office; review of records is not an over-the-counter service.

## **DUPLICATION OF PLANS**

In accordance with the California Health and Safety Code, Section 19851, the official copy of plans (which are stamped and/or signed by a licensed professional) maintained by the building department of a city or county may not be duplicated in whole or in part except:

1. With the written permission of the certified, licensed or registered professional or his/her successor, if any, who signed the original documents and the written permission of the current owner of the building, or, if the building is part of a common interest development, with the written permission of the board of directors, or governing body of the association established to manage the common interest development, or,
2. By order of a proper court.

To request copies of plans prepared by a licensed professional, complete the form on the back of this page and return it to the Building Services Department. The Building Services Division will contact the architect/engineer and property owner for written permission to supply copies of the plans. After written permission is received and copies are available, you will be notified. This process could take up to 60 days.

Plans or documents which were not stamped and signed by a licensed architect or engineer can be duplicated without further permissions.

Contact the City Clerk's Office for questions regarding Public Records Requests at 650-853-3100.

# City Of East Palo Alto - Plan Duplication Request

Address of Request: \_\_\_\_\_ Building Project Number: \_\_\_\_\_

## Requester's Information

Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

## Architect/Engineer's Information

Name of Individual: \_\_\_\_\_ License Number: \_\_\_\_\_

Address of Individual or Company: \_\_\_\_\_

## Plan Information

Job Number on Plans: \_\_\_\_\_ Date of Plan: \_\_\_\_\_

Type of Plan and Sheet Number: \_\_\_\_\_

\*\*\*\*\***Affidavit**\*\*\*\*\*

### DECLARATION IN SUPPORT OF REQUEST FOR COPY OF BUILDING PLANS CALIFORNIA HEALTH AND SAFETY CODE SECTION 19851

I, \_\_\_\_\_ (name), declare as follows:

1. I made a request to duplicate plans for construction located at \_\_\_\_\_ (address)
2. In connection with my use of these plans, I hereby state all of the following:

**a. THAT THE COPY OF THE PLANS SHALL ONLY BE USED FOR THE MAINTENANCE, OPERATION, AND USE OF THE BUILDING.**

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

c. 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.

I declare under penalty of perjury that the foregoing is true and correct and that this Declaration was executed on \_\_\_\_\_ (date) at, \_\_\_\_\_ (city) California.

\_\_\_\_\_  
(Signature of declarant)