City of Mountain View

COMMUNITY DEVELOPMENT DEPARTMENT
BUILDING DIVISION
500 Castro Street, P.O. Box 7540
Mountain View, CA 94039-7540
650-903-6313 | MountainView.gov

REPRODUCTION OF PLANS REQUEST

REQUESTOR INFORMATION

Contact Person: _____ **Phone Number:** _____

Address:_____

Email Address: _____

REPRODUCTION INFORMATION

Indicate which file(s) you want reproduced below.

Job Address: _____

File 1 Information	
CMV 01, 02 or 03	
Scan Date	
Project Number	
Original Media	
# of Pages in Document	
Date on Plans	

File 2 Information	
CMV 01, 02 or 03	
Scan Date	
Project Number	
Original Media	
# of Pages in Document	
Date on Plans	

File 3 Information	
CMV 01, 02 or 03	
Scan Date	
Project Number	
Original Media	
# of Pages in Document	
Date on Plans	

File 4 Information	
CMV 01, 02 or 03	
Scan Date	
Project Number	
Original Media	
# of Pages in Document	
Date on Plans	

Notes: _____

- ◯ Owner request
- ◯ Release letter(s) included
- ◯ Person/Firm who owns plans are deceased

I request the above designated plans and with my signature below, agree to accept the reproduced plans digitally.

_____ _____ _____

Signature Date Print Name

REPRODUCTION OF PLANS REQUEST
AFFIDAVIT

On this _____ day of (Month)_____, 20_____, I hereby request permission to duplicate plans, specifications, reports, or documents associated with:
Site Address:_____

Permit No(s): _____

Requestor Name:_____

Requestor Address:_____

Requestor Email: _____ Requester Phone No.: _____

This information is requested in conjunction with California Health and Safety Code (HSC) Sections 19850 and 19851, including any amendments. The requestor hereby attests, under penalty of perjury, to the following:

1. That the copy of the plans shall only be used for maintenance, operation, 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; and

3. That subdivision (a) of Section 5536.25 of the Business and Professionals 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 uses of, those plans, specifications, reports, or documents where the subsequent changes or uses, including changes or uses made by State and 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.

Signature of Requestor:_____ **Date:**_____

FOR YOUR INFORMATION

The following sections are copied from the California Health and Safety Code and are provided to inform both the requestor and the professional.

1. Per HSC Section 19851(b), any building department of a city or county, which is requested to duplicate the official copy of the plans maintained by the building department, shall request written permission to do so from the certified, licensed, or registered professional, or his or her successor, if any, who signed the original documents and from:
    a. the original or current owner of the building; or
    b. if the building is part of a common interest development, from the board of directors or other governing body of the association established to manage the common interest development.

2. Per HSC Section 19851(d), the request by the building department to a licensed, registered, or certified professional may be made by the building department sending a registered or certified letter to the licensed, registered, or certified professional requesting his or her permission to duplicate the official copy of the plans and sending with the registered or certified letter, a copy of the affidavit furnished by the building department which has been completed and signed by the person requesting to duplicate the official copy of the plans. The registered or certified letters shall be sent by the building department to the most recent address of the licensed, registered, or certified professional available from the California State Board of Architectural Examiners.

3. The certified, licensed, or registered professional's refusal to permit duplication of the plans is unreasonable if, upon request from the building department, the professional does either of the following:
    a. Fails to respond to the local building department within 30 days of receipt by the professional of the request. However, if the building department determines that the 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 by the building department to allow the professional adequate time to respond, as determined to be appropriate to the individual circumstance, but not to exceed 60 days; or
    b. Refuses to give his or her permission for the duplication of the plans after receiving the signed affidavit and registered or certified letter specified in HSC Section 19851(c) and (d).