

Subject: Request for the Duplication of Plans

Effective Date: 05/22/2025

The official copy of the plans maintained by the Building Division are available for review only while on the premises of the Building Division as a public record. Section 19851 of the California Health and Safety Code states that plans may not be duplicated in whole or in part except:

1. With the written permission, which permission shall not be unreasonably withheld as specified in subdivision (f), of the certified, licensed or registered professional or his/her successor, if any, who signed the original documents and the written permission of the original or 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.
2. By order of a proper court or upon the request of any state agency.

Requestor Information

Name of Person Requesting Duplication (requestor):	
Requestor Address:	
Requestor Phone:	Requestor Email:

Project Information

Property Owner Name:	Permit Number(s):
Property Owner Address:	Permit Number(s):
Common Interest Development:	
Licensed Design Professional or Successor:	

Check the size of the plan copies you want:

☐

Electronic

☐

Full size

☐

8-1/2" x 11"

☐

11" x 17"

The following affidavit is required under [Section 19851 \(c\) of the California Health and Safety Code](#) as a condition of receiving a duplicate copy of official plans held by the City of Yorba Linda.

AFFIDAVIT

I, _____ in requesting a duplicate copy of the official plans for the building at _____, Yorba Linda, California, stipulate to all of the following conditions as required by the California Health and Safety Code:

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, licensed, or registered professional of record.
3. That subdivision (a) of Section 5536.25 of the Business and Professional 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 government 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.

Executed at _____, California; on _____, 20____

Signature of person requesting duplication of plans



**Letter to Property Owner
(or common interest development; board of directors or governing
body of the association)**

Subject: Request to Duplicate Plans

The City of Yorba Linda has received a request (copy enclosed) to duplicate the plans in its possession for the building at the indicated address. In order to do so, Section [19851 of the California Health and Safety Code](#) requires that the City obtain written permission from either the building's original owner or from the current owner. Our records indicate that you are the current owner (were the original owner) of the building.

Property Owner Information

Name:
Name of Person requesting Plans:
Project Address:
* Common Interest Development:

If property owner approves this request and we do not receive a response from the design professional within 30 days, staff may proceed with request. Reasonable attempts will be made to contact the property owner.

- ☐ I am neither the original or current owner of the building
- ☐ I do not wish to grant permission for the plans to be duplicated
- ☐ I hereby grant permission for the plans to be duplicated

Reason for denial: _____

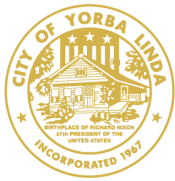
*Common Interest Development: I, the undersigned, attest that:

1. I am a representative of the board of directors or governing body of the association established to manage the common interest development of which the structure at the above address is part;
2. I have the authority to sign this Owner Consent for Copies on behalf of such board of directors or governing body; and
3. The board of directors or governing body consents to the City of Yorba Linda Building Division providing copies of the plans to the person noted above.

Signature of Property Owner/
Common Interest Development

Date

Print Name



Letter to Architect/Engineer

Subject: Request to Duplicate Plans

The City of Yorba Linda has received a request to duplicate the plans in its possession for the building at the indicated address. Prior to fulfilling the request, [Section 19851 of the California Health and Safety Code](#) requires that the City obtain written permission from the certified, licensed or registered professional or his/her successor, if any, who signed the original documents. The Health and Safety Code states that such permission shall not be unreasonably withheld, which is defined as failure to respond to this notice within 30 days of receipt of this notice or refusal to grant permission to duplicate the plans after receipt of this request and the enclosed signed affidavit.

Certified, Licensed or Registered Professional (or his/her successor) Information

Name of Design Professional:
Name of Person requesting Plans:
Project Address:

If property owner approves this request and we do not receive a response from the design professional within 30 days, staff may proceed with request.

The enclosed copy of the request to duplicate the plans contains a signed affidavit, which is required by state law as a condition for the duplicating of such plans. This affidavit should be kept in your files for future reference.

Please check the appropriate box below and sign where indicated. Please return this letter in the envelope provided. Thank you for your assistance.

- ☐ I do not wish to grant permission for the plans to be duplicated
☐ I hereby grant permission for the plans to be duplicated

Reason for denial: _____

Signature of Architect/Engineer of Record

Date

Print Name