



CITY *of* CLOVIS

BUILDING DIVISION

1033 FIFTH STREET • CLOVIS, CA 93612

REQUEST DUPLICATE PLANS

(California Health & Safety Code Section 19581 – 19853)

Official copies of the plans maintained by the Building Division are available for review at the Building Division. The attached form must be completed before the official copies of the building plans can be duplicated. Also included is the state law regarding the duplication of plans for your information.

A fee of \$46.00 must be paid upon returning these forms to the Building Division. Copies of the plans will be made after the required permission is received and, as time is available, which may take up to 30-60 days. The charge for the copies must be paid when the copies are picked up. The Current fees for copies are as described.

INSTRUCTIONS FOR COMPLETING FORMS

If you are **NOT** the Owner:

Complete the form "PLAN COPY AFFIDAVIT" as follows:

1. Complete the entire form.

Complete the form "OWNER CONSENT FOR COPIES" as follows:

1. Complete section A.
2. Print the Owner's name and address in section C.
3. The office will send to the Owner to complete section C.

If you **ARE** the Owner:

Complete the form "PLAN COPY AFFIDAVIT" as follows:

1. Complete the entire form.

Complete the form "OWNER CONSENT FOR COPIES" as follows:

1. Complete the entire form.

¹ A court order may be required to obtain a duplicate copy of the official plans if either the Owner of the building or the certified, licensed, or registered professional who signed the building plans refuses to give the City permission to make a duplicate copy of the official plans.

DUPLICATION FEE SCHEDULE

Description	Fee
Request for Duplication of Official Plans	\$110.00
Standard Photocopying for Black and White (per page — standard 8 / x 11)	\$0.10
Standard Photocopying for Color (per page — standard 8 / x 11)	\$0.15
Blue Line Map	
24 x 36	\$4.00
30 x 38	\$5.00
Each successive sheet	\$2.50

PLAN COPY AFFIDAVIT

I am requesting copies of plans for a structure located at _____, and currently on file at the City of Clovis Building Division.,

I understand and agree to comply with the following conditions per Health and Safety Code Section 19851 regarding the use of these copies:

1. The copy of the plans shall only be used for the maintenance, operation, and use of the building.

1. Drawings are instruments of professional service and are incomplete without the interpretation of the certified, licensed, or registered professional of record.
2. 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.

The undersigned does hereby acknowledge that he/she has read the foregoing statements and does understand their meanings and further acknowledges that the Signature of the undersigned obligates him/her to adhere to the conditions set forth in this document.

I understand that the contents of this document are a public record.

I hereby certify, under penalty of perjury, under the laws of the State of California, that the foregoing is true and correct.

Executed this ____ day of _____, 20____, at _____, California.

Requester

Print Name: _____
Address: _____
Phone: _____

OWNER CONSENT FOR COPIES

SECTION A

Please provide copies of plans for structures at the address: _____
to name: _____

SECTION B

Owner of Structure(s)

I, the undersigned, attest that I am the Owner of the structure at the above address, and I hereby consent to the City of Clovis Building Division providing copies of the plans to the person noted above.

Governing Body for 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 Clovis Building Division providing copies of the plans to the person noted above.

SECTION C

Owner's name: _____ address: _____

Owner's Signature: _____ Date: _____

Title _____ (representative of association)

Please return this form to the City of Clovis Building Division at 1033 Fifth Street, Clovis, California, 93612, facsimile (559) 324-2842, as soon as possible.

PERMISSION TO COPY (Certified, Licensed, or Registered Professional)

Subject: _____
(address)

The City of Clovis Building Division has received a request (see attached affidavit) to provide copies of plans, documents, or calculations for a structure at the subject address that were stamped and/or signed by _____

Per Health and Safety Code Section 19851, we request your permission to provide copies to the requester. The requester has agreed to use the document in accordance with the terms of the enclosed affidavit. A copy of Health and Safety Code Section 19851 has been included for your reference.

Please sign below, indicating your permission for the Building Division to provide copies to the requester. We must have your response within 30 days of receipt of this request. If you are unable to respond to this request within the 30 days due to serious illness, travel, or other extenuating circumstances, please contact the City of Clovis Building Division at (559) 324-2390 immediately.

Print Name: _____ Date: _____

Signature: _____

Please return this form to the City of Clovis Building Division at 1033 Fifth Street, Clovis, California, 93612, facsimile (559) 324-2842, as soon as possible.

STATE LAW FOR DUPLICATION OF BUILDING PLANS

California Health and Safety Code

19851.

(a) The official copy of the plans maintained by the building department of the city or county provided for under Section 19850 shall be open for inspection only on the premises of the building department as a public record. The copy 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 or 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, or (2) by order of a proper court or upon the request of any state agency.

(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 (1) the original or current Owner of the building or (2), 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.

(c) The building department shall also furnish the form of an affidavit to be completed and signed by the person requesting to duplicate the official copy of the plans, which contains provisions stating all of 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, licensed, 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 document 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.

(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.

(e) The governing body of the city or county may establish a fee to be paid by any person who requests the building department of the city *or* county to duplicate the official copy of any plans pursuant to this section, in an amount which it determines is reasonably necessary to cover the costs of the building department pursuant to this section.

(f) The certified, licensed, or registered professional's refusal to permit the duplication of the plans is unreasonable if, upon request from the building department, the professional does either of the following:

(1)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 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.

(2)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 subdivisions (c) and (d).

19852. The governing body of a county or city, including a charter city, may prescribe such fees as will pay the expenses incurred by the building department of such city or county in maintaining the official copy of the plans of buildings for which it has issued a building permit, but the fees shall not exceed the amount reasonably required by the building department in maintaining the official copy of the plans of buildings for which it has issued a building permit. The fees shall be imposed pursuant to Section 66016 of the Government Code.

19853. This chapter shall not apply to any building containing a bank, other financial institution, or public utility.

****Upon filing this document, this application and all supporting material becomes subject to the California Public Records Act (Gov. Code § 6250, et seq.)**

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