



COUNTY OF IMPERIAL
Planning & Development Services Department
REQUEST FOR PERMISSION TO COPY PLANS
801 Main Street, El Centro, CA 92243
Office: (442) 265-1736 Fax: (442) 265-1735
Email: buildinginfo@co.imperial.ca.us

FOR STAFF USE ONLY

Professional's most recent address: _____

Source: CA Architects Board CA Board of Prof. Engineers & Land Surveyors Internet Phone Book County File

Certified Letter Mailed: _____ Response Received: _____

Est. Cost of Copying Plans: _____ Rec'd by & Date: _____ Copies to Requestor: _____

TO BE COMPLETED BY REQUESTOR

Requestor's Name: _____

Address: _____ Phone: _____

_____ Email: _____

DESCRIPTION OF DOCUMENTS TO BE COPIED

To be completed by requestor with help of County Staff

Original or Current Owner of the Building: _____

Site Address: _____

Assessor's Parcel Number (APN): _____

Mailing Address of Owner: _____

Building Permit Number(s) (if applicable): _____

Plan / Document date, title and/or description: _____

Name and Address of Architect or Engineer as shown on the plan/document:

AFFIDAVIT OF REQUESTOR

To be completed by person requesting to duplicate plans/documents.

I, _____, am requesting copies of the plans and/or documents on record for the above-mentioned address.

I, understand and will comply with the following:

1. That the copy of the plans and/or documents shall "ONLY" be used for the maintenance, operation and the use of the building.
2. That the drawings, plans, calculations and/or documents are instruments of professional service and are incomplete without the interpretation of the certified, licensed 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 damaged caused by subsequent changes to, or use of, those plans, specifications, reports or documents where the subsequent changes of uses, including change or uses made by the 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 damages.

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

I understand that the content of this document is 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 the _____ day of _____, 20____, at _____, California.

Requestor

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA

COUNTY OF _____

On _____ before me, _____,
Date Name and Title of Officer

personally appeared _____,
Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature of Notary Public

**CALIFORNIA HEALTH & SAFETY
CODE SECTIONS 19850 - 19853**

19850. The building department of every city or county shall maintain an official copy, which may be on microfilm or other type of photographic copy, of the plans of every building, during the life of the building, for which the department issued a building permit.

“Building department” means the department, bureau, or officer charged with the enforcement of laws or ordinances regulating the erection, construction, or alteration of buildings.

Except for plans of a common interest development as defined in Section 1351 of the Civil Code, plans need not be filed for:

- (a) Single or multiple dwellings not more than two stories and basement in height.
- (b) Garages and other structures appurtenant to buildings described under subdivision (a).
- (c) Farm or ranch buildings.
- (d) Any one-story building where the span between bearing walls does not exceed 25 feet. The exemption in this subdivision does not, however, apply to a steel frame or concrete building.

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 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.

(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.



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 Planning & Development Services Department
REQUIRED AUTHORIZATION FOR COPIES OF PLANS
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 Office: (442) 265-1736 Fax: (442) 265-1735
 Email: buildinginfo@co.imperial.ca.us

REQUIRED AUTHORIZATIONS

Plans maintained by the Department may not be duplicated in whole or in part without:

1. The written permission of the certified, licensed or registered professional or his/her successor, if any, who signed the original plan(s) or documents; **and**
2. The written permission of the original or current owner of the building or for interest development, with the written permission of the board of directors or governing body of the association to manage the common interest development; **or**
3. An order from a proper court.

REQUIRED AFFIDAVIT

The person requesting to duplicate the official copy of the plans shall complete and sign an affidavit for the Department stating all of the following:

1. A copy of the plans and/or documents "SHALL ONLY" be used for the maintenance, operation and use of the building.
2. The 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 Codes states that the licensed architect/engineer who signed the plans, specifications, report, or documents "SHALL NOT" be responsible for damaged caused by subsequent changes to, or use of, those plans, specifications, report, or documents where the subsequent changes or uses are not authorized or approved by the licensed architect/engineer.

REQUIRED FEES TO OBTAIN COPIES OF PLANS

The following fees shall be paid for duplication of the plans pursuant to I.C. Land Use Ordinance Title 9, Division 9, Section 90901.03 **

PHOTOCOPYING FEES	
Xerox (color 8 ½" x 11")	\$2.00/page plus \$0.25/page after first page
Xerox (8 ½" x 11")	\$2.00/page plus \$0.10/page after first page
Drawing size (18" x 24")	\$5.00/page (black/white)
Plans (24" x 36")	\$10.00/page (black/white) \$25.00/page (color)

** fees calculated for cost recovery



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APPLICATION TO DUPLICATE PLANS – APPLICANT

I, the undersigned, do hereby request a duplication of the official copy of the plans for the building or structure located at:

_____ and do hereby declare under penalty of perjury that the laws of the State of California that:

1. The copy of the plan(s) for which I have applied shall be used “ONLY” for the maintenance, operation and the use of the building located at the address set forth in this application.
2. I acknowledge that the drawings, plans and calculations are instruments of professional service and are incomplete without the interpretation of the certified, licensed professional of record.
3. I acknowledge 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 damaged caused by subsequent changes to, or use of, those plans, specifications, reports or documents where the subsequent changes of uses, including change or uses made by the 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 damages.
4. In consideration for the County’s approval of this application, I do hereby agree to indemnify and hold harmless the County of Imperial from liability, which may due to receipt of the copy of the official plan, and any use to which my copy of plans may be applied.

Signature of Applicant

Date

Type or Print Name of Applicant

Address of Applicant City State Zip Code



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APPLICATION FOR DUPLICATION OF PLANS – PROPERTY OWNER VERIFICATION

BUILDING OWNER: _____
(please print)

SUBJECT: ***Request to duplicate Official Copy of Building Plans***

PROJECT LOCATION: _____

In accordance with the provisions of the California Health and Safety Code Section 19851,

I DO I DO NOT

grant my permission to reproduce the plans for the project referenced.

Signature of Property Owner

Date

Type or Print Name of Property Owner

Current Address City State Zip Code

Please Return Application to:

**County of Imperial
Planning & Development Services Department
801 Main Street
El Centro, CA 92243**

AUTHORIZATION TO DUPLICATE PLANS
(Architect or Other Professional of Record)

I, the undersigned, being the certified, licensed or registered Professional of Record, or his or her successor, who signed the plans for the building or structure located at the following address:

(fill in the project address)

I have received a copy of the requestor's executed affidavit and hereby give my permission to the County of Imperial Planning & Development Services Department to release a duplicate copy of the official building plans on file with the County for the above-mentioned building or to:

(fill in the requesting party)

Check here "only" if signing as successor to the Professional of Record.

Signed this _____ day of _____, 20_____, at _____
(City, State)

Signature of Professional

Typed/Printed Name of Professional

Address

City, State, Zip Code

(_____) _____
Telephone Number

(SEAL)

When completed, please return this authorization to:

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Planning & Development Services Department
801 Main Street
El Centro, CA 92243**

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