

# **City of Whittier Building and Safety Division** 13230 Penn Street, Whittier, California 90602-1772

Fax (562) 567-2872 (562) 567-9320

### **REQUEST TO DUPLICATE OFFICIAL COPY OF PLANS**

Building Address:	
Assessors Parcel Number:	
Person Requesting Duplication:	
Name	
Address	
Telephone Number Fax Number	
Project Architect / Engineer:	
Name	
Address	
Original or current owner of the building:	
Name	
Address	
The following affidavit is required under Section 19851(c) of the California Health and Safe condition of receiving a duplicate copy of official plans held by the City of Whittier:	ety Code as a
AFFIDAVIT	
I,in requesting a duplicate copy of the control (NAME OF PERSON REQUESTING DUPLICATION)	official plans
for the building at, Whittier, Cali	fornia stipulate
to all of the following conditions as required by the California Health and Safety Code:	

#### REQUEST TO DUPLICATE OFFICIAL COPY OF PLANS

- (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 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 proximate cause of the damage.

I declare under penalty of perjury that the foregoing is true and correct.

SIGNATURE OF PERSON REQUESTING DUPLICATION OF PLANS	
CAPACITY CLAIMED BY SIGNER	

#### **ACKNOWLEDGMENT**

State of	
County of	
On,before,me,	Name and Title of Officer (e.g., "Jane Doe, Notary Public")
Personally appeared	Name(s) of signer(s)
	<ul><li>□ personally known to me</li><li>□ proved to me on the basis of satisfactory evidence</li></ul>
	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.
	WITNESS my hand and official seal.
Place Notary Seal Above	Signature of Notary Public

## PERMISSION OF CURRENT OWNER

REGISTERED RECEIPT REQUESTED

Date:			
Date: Owner:			
Address:			
City/ State/ Zip:			
Subject: REQU	EST TO DUPLICATE OFFICIAL COF	PY OF BUILDING PLANS	
Project Address:			
	Building Department has received a reque eferenced project for which our files show	est to duplicate the record copy of the buil you to be the owner of record.	lding
interest developments		is request to you (or in the case of common), along with the accompanying affidavit renced plans.	
	Code also states that permission '.shall nhen the design professional:	ot be unreasonably withheld and specifies	s such
request. (If exte		30 days of receipt by the professional of the travel, etc. preclude the design profession 30 additional days. may be granted).	
Refuses to give (attached) and	·	of the plans after receiving the signed aff	fidavit
below and return it wi		Section, we ask that you complete the sec u have any questions regarding this proce for your cooperation.	
<b>~</b> **************	******	********	
	e this section with your decision ar		
	the provision of Health & Safety Code		
	nt my permission to reproduce the pla		
I 🗌 DO NOT grai	nt my permission to reproduce the plant of t	ins for the project referenced	
Project Address:			
Signed:	Print name:	Date	
Address:			
City:	State:	Zip:	
Please return to: Cit	ty of Whittier. ATTN: Building Official		

Attachments: Affidavit, Health & Safety Code 19851 13230 Penn Street Whittier, CA 90602

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## PERMISSION OF PROFESSIONAL

REGISTERED RECEIPT REQUESTED

	State:		
Address:			
Signed:	Print name:	Date	
Project Address:			
DO NOT grant	my permission to reproduce the pla my permission to reproduce the pla granted)	ns for the project referenced	
In accordance with the	e provision of Health & Safety Code	Section 19851,	
	**************************************		
below and return it withi		ection, we ask that you complete the section a have any questions regarding this procedule for your cooperation.	
(attached) and thi	s letter.	of the plans after receiving the signed affida	
request. (If extend		travel, etc. preclude the design professional	from
	<b>5</b> .	30 days of receipt by the professional of the	
	de also states that permission ' shall e when the design professional:	not be unreasonably withheld. and specifies	
interest developments, t		s request to you (or in the case of common n), along with the accompanying affidavit (corenced plans.	ру),
	Iding Department has received a requerenced project for which our files show	est to duplicate the record copy of the building you to be the owner of record.	g
· -			
Subject: REQUES	ST TO DUPLICATE OFFICIAL COF	PY OF BUILDING PLANS	
Address: City/ State/ Zip:			
Date: Architect/Engineer: Address:			
Date:			

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Health and Safety Code 19851 Inspection and duplications of copy of plans (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 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 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 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.
- (1) 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 letter specified in subdivisions (c) and (d).