



City of Santa Clara

The Center of What's Possible

Building Division: 408-615-2440

Email: Building@santaclaraca.gov

Permit Center: 408-615-2420

Email: PermitCenter@santaclaraca.gov

Automated Inspection Scheduling System: 408-615-2400

PLAN DUPLICATION REQUEST REQUIREMENTS CALIFORNIA HEALTH AND SAFETY CODE SECTION 19851

Health and Safety Code 19851 sets forth the conditions under which official plans may be duplicated and provided to a requesting party. To protect the professional's legitimate proprietary interest in his or her work, written permission of the certified, license or registered professional and the owner of the building is required before the plans may be released. Please use the provided Request for Duplication of Plans-Affidavit and follow the plan duplication request requirements to receive authorization granting permission to release plans for duplication.

1. Affidavit signed by the requesting party.
2. A letter from the original or current property owner or any governing body stating the plans can be released. This letter must include the property address(es), permit number(s) and the name of the party to whom the plans are to be released.
3. A letter authorizing release for duplication from the original Architect or Engineer-of-Record who drew the plans.
If the Architect or Engineer of Record fails to respond after 30 calendar days, from the original request date, the Building Division will review and determine if this requirement can be waived for the specific request. Written proof shall come in the form of an email or certified letter showing the date and time of the initial communication.

Contact information for certified professionals can be obtained at the websites listed below:

Architects - www.cab.ca.gov

Engineers - www.dca.ca.gov

NOTE: *All requests will be distributed in an electronic format, if available.*



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REQUEST FOR DUPLICATION OF PLANS - AFFIDAVIT
CALIFORNIA HEALTH AND SAFETY CODE SECTION 19851

Date of request:

Property or Site Address:

BLD Number:

Name of requestor:

Phone number:

Email address:

I, _____, request copies of the official plans for the above address, I understand and will comply with the following (please initial all sections below):

___ That the copy of the plans shall only be used for the maintenance, operations and use of the building.

___ Those drawings are instruments of professional service and are incomplete without the interpretation of the certified, licensed, or registered professional of record.

___ That subdivisions (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 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: _____