

Development Services Document Duplication Request

Please note that most records are available online at <http://www.sjpermits.org>

Applicant information:

Name: _____ Date of request: _____
 Company: _____ Daytime Phone: (____) ____ - _____
 Address: _____ Fax Number: (____) ____ - _____

From which division(s) are you requesting documents?

<input type="checkbox"/> Building	<input type="checkbox"/> Planning	<input type="checkbox"/> Public Works	<input type="checkbox"/> Fire Prevention
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Please fill all applicable fields:

Project address: _____
 APN: ____ - ____ - ____ Project/Permit number: _____ Date: _____
 Document ID # _____ # of Pages _____

For plans you would prefer:

<input type="checkbox"/> CD (digital copy only) (\$0.50 per diskette + research fee)	<input type="checkbox"/> 11" x 17" (\$0.25/pg)	<input type="checkbox"/> 24" x 36" (\$4.50/pg)
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Is the project currently active? Yes No

If unsure of project or permit number, please give as detailed a description as possible of what you are trying to find:

To obtain copies of documents from Development Services:

Please note that most documents available from Development Services are obtainable online (<http://www.sjpermits.org>) or from our self-help computers in the main lobby. No charges will apply if you acquire documents through those venues.

If you would like our Imaging staff to produce copies for you, fill out the attached form as completely as possible. Please note that in the event specialized staff must assist in researching your request, compensatory fees will apply. Once your request has been submitted it will take a minimum of 3 – 10 business days to process your request. Imaging staff will contact you when copies are ready for pick-up. **A \$40.00 non-refundable fee** must be paid before duplication will begin. This fee includes a half-hour of production or research time. Additional time taken to produce or research your request will be charged at a rate in accordance with the level of expertise required to facilitate your request. Typical costs for this type of request incur a fee of \$80.00 per hour, but range to \$160.00 per hour. Further, in addition to any research fees incurred, copies will be charged at \$0.25 per page for sheets up to 11” x 17” in size and \$4.50 per page for 24 x 36 plan size sheets. ***You may also request copies of most documents in digital format (CD).*** Please note that large requests may require a deposit of 50% of the estimated costs before production will begin. Payment can be made in person at the cashier stations on the first floor of City Hall, by filling out and mailing or faxing the attached forms, or by phone (408) 535-3555.

Available documents include, but are not limited to:

Building	Planning	Public Works	Fire Prevention
Certificates of Occupancy	Plans	Public St. Improvement Plan	Annual Inspections
Structural Calculations	Project/Permit documents	Private St. Improvement Plan*	Project Plans
Tract maps	Correspondence	Grading Plan*	Project Permits
Permit applications	Environmental doc's	Soils Reports*	
Plans*			

* Documents may require authorization before reproduction

To obtain Building plans:

Copies of plans can only be used for maintenance and operation of the structure. They are not to be used for design purposes. If a project has been completed, the applicant must obtain written permission from the original or current owner, or if the building is part of a common interest development, from the governing association. Pursuant to Health and Safety Code 19851, you must fill out and sign the attached affidavit prior to obtaining copies of plans. The Building Division will notify and request permission from the professional(s) who signed the documents. The Building Division sends a letter (at a cost of \$80.00 per letter) by registered mail to the appropriate individual(s) to request permission for duplication. This process may take up to 30 days. Should the professional not respond or deny the request, the plan may still be released after the 30-day waiting period.

If plans are being requested to replace a **lost job set** for an active permit, only the owner or contractor's written request is required.

**DECLARATION IN SUPPORT OF REQUEST FOR COPY OF BUILDING PLANS
CALIFORNIA HEALTH AND SAFETY CODE SECTION 19851**

I, _____ declare as follows:
(Name)

1. I made a request to duplicate plans which you created for construction located at:

(Property Address)

2. In connection with my use of these plans, I hereby state ALL of the following:

- a. **THAT THE COPY OF THE PLANS SHALL ONLY BE USED FOR THE MAINTENANCE, OPERATION AND USE OF THE BUILDING.**
- b. That drawings are instruments of professional service and are incomplete without the interpretation of the certified licensed or registered professional of record.
- c. That subdivision (1) of Sections 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.

I declare under penalty of perjury that the foregoing is true and that this Declaration was executed on _____ in _____, California.
(Date) (City)

(Signature of declarant)