



Department of Planning, Building and Code Enforcement

# Development Services Document Duplication Request

Please note that most records are available online at [www.sjpermits.org](http://www.sjpermits.org)

**Applicant information:**

Name: \_\_\_\_\_ Date of request: \_\_\_\_\_

Company: \_\_\_\_\_ Daytime Phone: (\_\_\_\_)\_\_\_\_ - \_\_\_\_\_

Address: \_\_\_\_\_ Fax Number: (\_\_\_\_)\_\_\_\_ - \_\_\_\_\_

E-Mail \_\_\_\_\_

From which division(s) are you requesting documents?

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

Project address: \_\_\_\_\_

APN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Project/Permit number: \_\_\_\_\_

Document ID # \_\_\_\_\_ # of Pages \_\_\_\_\_

For plans you would prefer:	<input type="checkbox"/> CD (\$0.50 per disc)	<input type="checkbox"/> 8 GB Thumbdrive (\$6.78)	<input type="checkbox"/> 11" x 17" (\$0.20/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:**

To obtain copies of plans or documents not available online, please complete page 1 to the best of your ability. If requesting copies of plans, the current property owner must sign and complete page 3. After completing either page, call (408) 535-3555 to discuss their application and where to submit your form. The Imaging staff will review your request, work up a quote and contact you. If you wish to proceed then the fees must be paid in full in advance and please note that there are NO refunds on these requests. Most document and Lost Job Set (active permits) plan requests take 2-10 days to process. Regular plan duplication requests can take up to 30-40 days to process due to research and the legal authorization requirements.

Typical costs:

- |   |                       |
|---|-----------------------|
| • Time and research (can be higher based on level of expertise required to process request) | \$45.00 per half-hour |
| • For 8 ½ x 11 or 11 x 17 size pages  | \$0.20 per page       |
| • For 18 x 24 or 24 x 36 size plan pages  | \$4.50 per page       |
| • Letter for professional authorization (if required)                                       | \$93.00 per letter    |
| • Electronic Media Thumb Drive 8GB:   | \$6.78                |
| • CD  | \$0.50 per disc       |

Please note:

- Not all documents are available on CD
- Some documents and plans require authorization before reproduction
- **Copies of plans may only be used for maintenance and operation of the structure.**
- If a project has been completed, the applicant must obtain written permission from the current property 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 (page 3). The Building Division will notify and request permission from the professional(s) who signed the documents. The Building Division sends a registered letter to the professional and that professional has 30 days to respond. Should the professional not respond, the plan will be released after the 30-day waiting period.
- If plans are being requested to replace a **Lost Job Set** (active permit), only the property owner's or contractor's written authorization 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 am the current owner and have 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)