



AUTHORIZATION TO DUPLICATE AND RELEASE CONSTRUCTION DOCUMENTS

California Health & Safety Code states that the official copy of the plans maintained by the Building Department of the City 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 with written permission of the certified, licensed or registered professional. It also states that this permission shall not be “unreasonably withheld” by the design professional. This request does not apply to financial institutions or public utilities.

When a request to duplicate the official copy of the plans is made, the Building & Safety Division shall request written permission to do so from the certified, licensed, or registered professional who signed the original documents and from the original or current owner of the building in the form of an affidavit to be completed and signed by the person requesting to duplicate the official copy of the plans.

AFFIDAVIT: This is a request, pursuant to California Health & Safety Code Section 19851(f), by the City of Cloverdale Building Department, on behalf of:

Print Name of Requestor

The City of Cloverdale Building Department is officially requesting the permission of:

Signature & Printed Name of Certified, Licensed, or Registered Professional of Record

Signature & Printed Name of Original or Current Owner of Building

to duplicate the approved, official copy of plans and documents (including, but not limited to: plans, calculations, reports, etc.) relating to:

Permit Number: _____

Located at: _____
Building Address

AFFIDAVIT:

1. The copy of the plans 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 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.

Under penalty of perjury I acknowledge and agree to the above conditions per Health & Safety Code Section 19851 regarding the use of these copies.

Signature of Person Requesting Copies: _____

Address: _____ Phone Number: _____