



REQUEST FOR DUPLICATION OF OFFICIAL BUILDING PLANS

Building plans that the Department of Building Inspection maintains are public records open to the public for viewing and reproduction; however, the California Health and Safety Code prohibits the duplication of the official building plans, or documents such as reports and calculations that accompany these plans, without meeting the following criteria.

California Health and Safety Code Chapter
10: Building Records

Section 19851.

(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.

To obtain copies of the official building plans, calculations or other documents accompanying these plans, it will be necessary for the applicant to follow the procedures listed below.

1. View the documents first through our *Records Request Form*.
2. Complete the *Request for Duplication of plans* for plans, sheets, current property owner and all design professionals information.
3. If you are the current property owner/design professional listed on the requested plan, your identification must be confirmed by staff.
4. Sign the *Declaration for Duplication of Official Building Plans - Applicant*.

5. Submit all paperwork to DBI Staff.
6. Pay the \$48.00 + certified mailing fee for this process and wait for all registered mail to return. Please be patient! The design professional has up to 30 days from the registered mail receipt to respond.

Section 19851.

(f) 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 the 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).

7. Once all paperwork has been received by DBI, staff will contact you to provide you with a pick-up date. Only the applicant can pick up the plans. Duplicated plans are \$0.10 per page and are printed on 11" x 17" paper.

This document was prepared in consultation with the City Attorney's Office.

Records Management Division

49 South Van Ness Avenue, Suite 400 - San Francisco, CA 94103
Office (628) 652-3420 - dbi.records3R@sfgov.org - www.sfdbi.org/rmd



DECLARATION FOR DUPLICATION OF OFFICIAL BUILDING PLANS – APPLICANT

APPLICANT NAME: _____
COMPANY NAME: _____
APPLICANT ADDRESS: _____
APPLICANT CITY, STATE, ZIP CODE _____
APPLICANT DAYTIME PHONE: _____
REQUESTED PROPERTY ADDRESS: _____

CALIFORNIA HEALTH AND SAFETY CODE, SECTION 19851(c):

1. I have requested a duplicate of the official copy of plans from the City and County of San Francisco, Department of Building Inspection.
2. I declare that the copy of the plans shall only be used for the maintenance, operation and use of the building.
3. I declare that the drawings are instruments of professional service and are incomplete without the interpretation of the certified, licensed, or registered professional of record.
4. I declare 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.
5. I agree to pay the appropriate fees.

I declare under penalty of perjury under the laws of the State of California that the foregoing Declaration for Duplication of Building Plans pursuant to Health and Safety Code Section 19851(c) is true and correct and of my own personal knowledge.

Executed on _____ at San Francisco, CA.

X

Wet signature only

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