

	<p align="center">CITY OF AGOURA HILLS BUILDING & SAFETY DIVISION 30001 LADYFACE COURT AGOURA HILLS, CA 91301</p>	PHONE: (818) 597-7334 FAX: (818) 597-7352 www.AgouraHillsCity.org	
<p align="center">DUPLICATION OF RECORD PLANS</p>		FO-03	7-31-23

The duplication of plans is regulated by [California Health and Safety Code Section 19851](#). Construction plans shall be available for **viewing only** on the premises of the Agoura Hills Hall as a public record.

To obtain copies of plans provide items 1 – 4 below:

1. A completed and signed **Duplication of Plans Affidavit** (see below).
2. **Release Letter from the Original or Current Property Owner** with verifiable identification as follows:
 - Individual Ownership: Notary of the Owner on Record
 - Common Interest Ownership (Condominiums): President of the Board of Directors of the Homeowners Association; official documents identifying the individual as HOA President and authority to sign for Association.
 - Corporation, LLC, or Partnership: President, Vice-President, CEO, Partner, or Managing Member; Articles of Incorporation or Operating Agreement giving authority to sign for the company.
 - Trust: Trustee
3. **Copy of the Grant Deed** to verify ownership may be required for new ownership.
4. **Release letter from the Architect and Engineer of Record**, or Successor(s) on company letterhead with stamp and signature of the registered design professional (see page 2 attached). Current addresses are available online at:
 - [California Architects Board License Search](#)
 - [California Board for Professional Engineers, Land Surveyors, and Geologists License Search](#)

If the release letters from the registered design professionals cannot be obtained by the applicant, then the Building Safety Division shall request the release letter(s) via registered or certified mail. Per [California Health and Safety Code 19851\(f\)1](#), if no response is received within 30 days of notification the plans may be released for copying. The 30 days shall begin from the date of the postmark on the returned envelope.

Duplication of Plans Affidavit

Property Address:
Permit / Plan Check Number:

I hereby request a duplicate of the official copy of the plans for the property located at the above address in the City of Agoura Hills, California under the following provisions of [California Health and Safety Code Section 19851](#):

- The copy of the plans shall only be used for the maintenance, operation, and use of the building.
- The drawings are instruments of professional service and are incomplete without the interpretation of the certified, licensed, or registered professional of record.
- 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 to 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 proximate cause of the damage.

Applicant's Signature:	Date:
Print Name:	Position:
Address:	Phone:
	Email:

Email completed forms to Building & Safety Division Permits@AgouraHillsCity.org

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Owner Permission to Duplicate Official Copies of Building Plans

- I declare that I am the (original) (current) owner of the property located at the above address.
- I hereby grant permission to the City of Agoura Hills Building & Safety Division to make and deliver a duplicate of the official copy of the plans in the above-specified permit/plan check number.

Owner's Signature:	Date:
Print Name:	Position:
Address:	Phone:
	Email:

Design Professional Permission to Duplicate Official Copies of Building Plans

Property Address: _____

Permit Number(s): _____

- I declare that I am the licensed, registered, or certified professional, or the legal successor of the licensed, registered or certified professional who signed the official copy of building plans filed under the above designated permit number in the City of Agoura Hills.
- I hereby grant permission to the City of Agoura Hills Community Development Department to make and deliver a duplicate of the official copy of the plans in the above-specified plan check number under the following provisions:
 - The copy of the plans shall only be used for the maintenance, operation, and use of the building. (California Health and Safety Code Section 19851)
 - The drawings are instruments of professional service and are incomplete without the interpretation of the certified, licensed, or registered professional of record. (CH&SC19851)
 - A licensed architect who signs plans, specifications, reports, or documents shall not be responsible for damage caused to 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 proximate cause of the damage. (CH&SC 5536.25(a)).
 - A licensed civil engineer who signs civil engineering documents shall not be responsible for damage caused by subsequent changes to or uses of those documents, if the subsequent changes or uses, including changes or uses made by state or local governmental agencies, are not authorized or approved by the licensed civil engineer who originally signed the documents, provided that the engineering service rendered by the civil engineer who signed the documents was not also a proximate case of the damage.

Registered Professional Signature:	
Date:	
Print Name:	
Address:	
	Professional Seal

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