



Building & Safety  
Department

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## **No. 13**

Revised 3/09

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30001 Ladyface Court  
Agoura Hills, CA 91301  
Phone: 818-597-7334  
Fax: 818-597-7352  
[www.ci.agoura-hills.ca.us](http://www.ci.agoura-hills.ca.us)



# **Copying of Plans**

Plans (or Blueprints) used to construct some of the construction projects in the City of Agoura Hills are maintained by the Building and Safety Department. These plans are available, upon request, to be viewed during business hours at the Building and Safety Department public counter.

Copying or duplication of plans is possible only when the following guidelines are followed:

1. Plans that were prepared by a licensed architect or engineer cannot be duplicated without the written authorization of that licensed professional. Therefore, before the plan can be duplicated, you will need to make contact with the licensed professional responsible for the drawings as well as the owner of the building and secure their written authorization to duplicate the plans. Attached is a set of 3 documents, which must be completed, notarized and returned to the Building and Safety Department prior to our releasing the plans for duplication.
2. If licensed professional of record cannot be located then please provide the following: Obtain a notarized signed affidavit, show proof of property Ownership and show what methods were used to contact the license professional of Record.
3. Or Court Order

Prior to contacting the vendor relative to the copying of plans, you must have checked with the Building and Safety Department regarding the availability of the plans for the particular address and you must have completed the necessary release forms.



**CITY OF AGOURA HILLS  
AFFIDAVIT IN SUPPORT OF REQUEST  
FOR COPIES OF OFFICIAL BUILDING PLANS  
[Health & Safety Code § 19851(c)]**

**Building & Safety  
Department**

I, \_\_\_\_\_, hereby declare as follows:  
(print name)

My business or residence address is \_\_\_\_\_.

I have requested that the building department of the City of Agoura Hills supply to me duplicates of official building plans for the building located at \_\_\_\_\_, for which the City of Agoura Hills issued a building permit.

Pursuant to California Health and Safety Code Section 19851(c), I declare that the copies of the plans I have requested shall only be used for maintenance, operation, and use of the building.

I understand that drawings are instruments of professional service and are incomplete without the interpretation of the certified, licensed, or registered professional of record.

Pursuant to California Health and Safety Code Section 19851(c)(3), I am informed and understand that subdivision (a) of Section 5536.25 of the California 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 government 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 am the \_\_\_\_\_ owner of the building for which I am requesting  
(current or original)

copies of plans. I hereby give the City of Agoura Hills my permission to copy the official plans for said building. \_\_\_\_\_ **[COMPLETE THIS PARAGRAPH AND INITIAL HERE IF APPLICABLE, STRIKE OUT PARAGRAPH IF NOT].**

I declare under penalty of perjury that the foregoing is true and correct. Executed this \_\_\_\_ day of \_\_\_\_\_, 200\_\_.

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(print name)

[INSERT STANDARD NOTARY DECLARATION HERE]

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# Copying of Plans Professional's Application

## APPLICATION FOR DUPLICATE PLANS - PROFESSIONAL

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I, the undersigned certified, licensed, or registered Professional of Record who signed the plans for the building or structure located at the following address:

\_\_\_\_\_, hereby authorize the City of Agoura Hills to copy or permit the Official Copy of Plans for the above mentioned building or structure to be copied only with the following conditions:

The copy of the plans shall be used only for the maintenance, operation and or use of the building.

Per the provisions of subdivision (a) of Section 5536.25 of the Business and Professions Code, I shall not be held responsible for subsequent changes, which I have not authorized, to these plans, specifications, reports or documents, where the subsequent changes or uses, including changes or uses made by state or local governmental agencies are cause for damage, provided that the architectural service which I rendered, is not also a proximate cause of the damage.

.....

Signature of Professional	Date	
_____		
Typed or Printed Name of Professional		
_____		
Address		
_____		
City	State	Zip

.....

**(PROFESSIONAL SEAL)**

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# Copying of Plans Owner's Application



## APPLICATION FOR DUPLICATE PLANS – OWNER

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\_\_\_\_ I, the current (owner or authorized agent for the owner) of the building or structure located at:  
\_\_\_\_\_, hereby give my permission to the City of Agoura Hills to copy or permit to be copied, the official copy of the plans for the above address.

\_\_\_\_ I, the agent for the board of directors or governing body of the association established to manage the common interest development, located at:  
\_\_\_\_\_, hereby give my permission to the City of Agoura Hills to copy or permit to be copied, the official copy of the plans for the above address.

\_\_\_\_\_  
Signature of Owner or Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Typed or Printed Name of Owner or Agent

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

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