

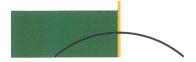
F O R M S

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



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.
- 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.



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

1,,	hereby	declare	as	follows:
(print name) My business or residence address is		·		
I have requested that the building department of the cates of official building plans for the building loc, for which the City of Ag	ated at			
Pursuant to California Health and Safety Code Secthe plans I have requested shall only be used for ming.	•			
I understand that drawings are instruments of profethe interpretation of the certified, licensed, or regis			-	ete without
Pursuant to California Health and Safety Code Sec stand that subdivision (a) of Section 5536.25 of the states that a licensed architect who signs plans, specifications, reports, or documents where the subsequent made by state or local government agencies, are not architect who originally signed the plans, specificatine	e California I ecifications, r hanges to, or changes or u ot authorized	Business and eports, or do use of, those ses, including or approved	Profest cument plans, g chang by the	sions Code ts shall not specifica- ges or uses licensed
architectural service rendered by the architect who documents was not also a proximate cause of the control of		lans, specific	ations,	reports, or
I am the owner of the owner owne	ne building fo	or which I am	reque:	sting
copies of plans. I hereby give the City of Agoura plans for said building [COMPLETE THERE IF APPLICABLE, STRIKE OUT PARAMETERS OUT PARAMETERS OF THE	THIS PARA	GRAPH AN		
I declare under penalty of perjury that the foregoin day of, 200	ng is true and	correct. Exe	ecuted t	his
$\overline{(s)}$	signature)			
<u>(1</u>	print name)			

[INSERT STANDARD NOTARY DECLARATION HERE]

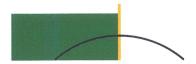


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Copying of Plans Professional's Application



not

APPLICATION FOR DUPLICATE PLANS - PROFESSIONAL

signed the plans for the building	, 0	
Agoura Hills to copy or permit the building or structure to be copie	ne Official Copy of Plans fo	
The copy of the plans shall be useful the building.	ised only for the maintenan	ice, operation and or use
Per the provisions of subdivision Professions Code, I shall not be authorized, to these plans, spec changes or uses, including char governmental agencies are cau service which I rendered, is not	e held responsible for subse sifications, reports or docun nges or uses made by state se for damage, provided th	equent changes, which I have nents, where the subsequent e or local nat the architectural
	Signature of Profession	onal Date
	Typed or Printed Name	e of Professional
(PROFESSIONAL SEAL)	City	State Zip



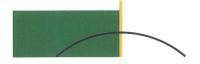
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Copying of Plans Owner's Application



APPLICATION FOR DUPLICATE PLANS – OWNER

	I, the current (owner or authorized agent for the owner) of the buil structure located at:				
	0 , .	the City of Agoura Hills to plans for the above addres		_, hereby to be copied,	
		ard of directors or governing the common interest deve			
	0 , .	the City of Agoura Hills to open plans for the above addres		to be copied,	
Signa	ture of Owner or Agent			Date	
Typed	d or Printed Name of Ov	vner or Agent	Tel	ephone	
Addre	ess	City	State	Zip	