



# DUPLICATION OF PLANS REQUEST

**BUILDING SERVICES**



Date: \_\_\_\_\_

Site Location: \_\_\_\_\_ Subdivision: \_\_\_\_\_

**TO:** Architect/Engineer: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

**RE:** Owner(s): \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

The Town of Danville Building Services has received a request for permission to duplicate plans or documents originally prepared by your office.

Section 19851 of the Health and Safety Code (H&SC) of the State of California requires that the Building Division, prior to copying plans or documents prepared by a licensed, registered, or certified professional, must first attempt to contact the preparer for permission to copy the plans or documents.

***Failure to respond to this letter within 30 days or a refusal will be treated as consent for duplication of the plans per H&SC section 19851(f).***

I, \_\_\_\_\_, request copies of the official plans for the above-mentioned address. I understand and will comply with the following:

1. **That a non-refundable, minimum fee deposit of \$40.00, plus any other fees thereafter, will be charged for duplication of plans.**
2. That the copy of the plans shall only be used for the maintenance, operation and use of the building.
3. That the drawings are instruments of professional service incomplete without the interpretation of the certified licensed or registered professional of record.
4. That subdivision (a) of Section 5536.25 states that a licensed architect who signs and stamps plans, specifications, reports, or documents shall not be responsible for damage caused by subsequent changes to or uses 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 in writing by the licensed architect who originally signed the plans, specifications, reports, or documents, provided that the written authorization or approval was not unreasonably withheld by the architect and the architectural service rendered by the architect who signed and stamped the plans, specifications, reports, or documents was not also a proximate cause of the damage.

Signature of requesting party: \_\_\_\_\_

**SECTION BELOW TO BE COMPLETED BY LICENSED/REGISTERED PERSON**

**I hereby authorize the duplication of the plans indicated herein.**

Licensed/Registered Professional: \_\_\_\_\_ Date: \_\_\_\_\_

License No: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Original or Current Owner: \_\_\_\_\_ Date: \_\_\_\_\_

**Sign and return to Town of Danville Building Services no later than 30 days from the date of this notice.**

**Mail To:**

**Town of Danville  
Building Services  
510 La Gonda Way  
Danville, CA 94526-1740**