



# Request for Duplication of Plans

Town of Atherton  
Building Department  
80 Fair Oaks Ln  
Atherton, CA 94027  
(650) 752-0560

Date: \_\_\_\_\_ Building Permit Number (s): \_\_\_\_\_

Site Address: \_\_\_\_\_ Atherton, CA 94027

<b>REQUESTOR</b>	Phone:
Name:	Email:
Address:	City: State/Zip:

IMPORTANT: The official copy of the plans maintained by the Town of Atherton Building Department under Health and Safety Code Section 19851 are open for inspection only in the Building Department. To comply with State Law the following is needed to request a duplicate copy of plans in whole or in part which includes photography:

1. **Written permission of the certified, licensed or registered professional or his or her successor, if any, who signed the original documents and written permission of the original or current owner of the building; or**
2. **An order of a proper court.** *(Expect 30 – 60 days to complete the process)*

<b>Owner Authorization – Contact Information</b>	___ Current ___ Original
Name:	
Address:	City: State/Zip:

<b>Professional Authorization Contact Information</b>	___ Architect ___ Engineer
Name:	Company Name:
Address:	City: State/Zip:

<b>Professional Authorization Contact Information</b>	___ Architect ___ Engineer
Name:	Company Name:
Address: _____	City: State/Zip:

## DECLARATION

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

1. That the copy of the plans shall only be used for the maintenance, operation and use of the building.
2. That the drawings are instruments of professional services and are incomplete without the interpretation of the certified, licensed or registered professional of record.
3. **That subdivision (a) Section 5536.25 of the Business of Professionals Code** states that a licensed architect who signs plans, specifications, reports, or documents, shall not be responsible for damage caused by 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 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.

Signed: \_\_\_\_\_

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



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Dear Engineer/Architect/Owner

The Town of Atherton has received a request for permission to duplicate plans or documents that were originally prepared by your office or you are the owner of the property for which a request has been made.

You are being contacted to authorize the Town of Atherton Building Department to duplicate/release a copy of the plans for the project located at \_\_\_\_\_, Atherton, CA 94027 and further described in the attached request.

**Section 19851 of the Health & Safety Code of the State of California** requires that the building department, prior to copying plans or documents prepared by a licensed, registered or certified professional, must first attempt to contact the preparer and owner for permission to copy the plans or documents. Failure to respond to this letter within 30 days will be treated as consent for duplication of the plans.

### **Please Return to:**

Town of Atherton  
Building Department  
80 Fair Oaks Ln.  
Atherton, CA 94027