

Procedure for Requesting Duplication of Building Plans

The City of Rancho Palos Verdes Community Development Department maintains address files for all properties within the City and in many cases these address files contain the permit history associated with each individual parcel. Every address file is considered to be a part of public record and all planning application documentation as well as all building permits associated with the parcel are allowed to be copied during normal business hours in the lobby of the Community Development Department. If the City has building plans on file for a parcel and one is interested in obtaining copies of such plans these plans may be available to reproduce pursuant to Section 19851 of the Health and Safety code, which requires that the following prerequisite materials be submitted before a city may permit duplication of said building plans:

1. The attached affidavit must be properly filled out and signed by the person requesting copies of official building plans (be aware that the signature must be notarized).
2. The City must receive two signed written releases (attached). The first release shall be from the current or original owner of the building stating that copies may be released to you. The second release shall be signed by either the certified, licensed, or registered professional who signed the plans, or his or her successor that states that the copies may be released to you. There are two options available for which these releases may be obtained:
 - a. The individual requesting the copies may attempt on his/her own accord to obtain a release from the owner and architect. Once the releases are presented to the City, copies of the plans will be made within 10 days of receipt of the affidavits.

The individual requesting the copies may ask the City to obtain the releases. Be aware that the City charges the fully burdened hourly rate for staff time to research addresses, prepare/process the letters, and the additional cost of postage (letters are sent either registered mail or certified return receipt). The design professional has up to 30 days (60 days if special circumstances apply) to respond to the reproduction request. A 10 day turnaround time frame to make the copies will then take effect once a response has been received or the 30-60 day response time frame has expired, whichever occurs first.

Process:

For either option (2a or 2b), please submit a letter that thoroughly details exactly what plans you would like to have copied as well as how many copies of each plan you would like to be made. Be aware that the copying cost for plans must be paid in advance before plans can be sent out for reproduction (see fees below).

If you choose option 2a above, then please return the letter, affidavit, fee for reproduction of the plans, and the two signed written releases to the City of Rancho Palos Verdes Community Development Department. Upon receiving your request the required materials will be reviewed for completeness and if complete the requested plans will be sent out for reproduction and shall be made available for pickup within 10 days.

If you choose to proceed with option 2b above, then please submit the letter, affidavit, an initial \$500.00 Trust Deposit to cover staff's time to conduct the necessary research, and the fee for reproduction of the plans.

If you have any further questions regarding the above described process please feel free to contact the Community Development Department at (310)544-5228 or e-mail us at planning@rpv.com.

Photocopying Fees¹	
Size of Original Document	Fee¹
8.5"x11"	Per page ¹
8.5"x14"	Per page ¹
11"x17"	Per page ¹
Full size sheets of Building or Planning Plans	The City uses an outside vendor to photocopy maps and other oversized items. The requester shall pay the amount charged to the City by the outside vendor.

¹ Please refer to the City's [Master Schedule of Fees](#) for Planning Division application fees.

CITY OF RANCHO PALOS VERDES
COMMUNITY DEVELOPMENT DEPARTMENT
BUILDING PLAN REVIEW & COPY REQUEST

Check One: ☐ View Only

D Copies Requested (All releases listed below must be received prior to any duplication of plans.)

Property Address: _____

Most building plans are disclosable public records and may be viewed on City Hall premises once they are retrieved. Plans for banks, other financial institutions, or public utilities, for example, are not disclosable.

Pursuant to Health and Safety Code Section 19851, prior to obtaining copies of plans, you must fill out and sign the attached affidavit AND the City must receive two signed written releases. The first release must be from either the current or original owner of the building, or if the building is part of a homeowners association, the release must be from the board of directors (the "Owner") and state that copies may be released to you. The second release must be signed by either the certified, licensed or registered professional who signed the plans, or his or her successor (the "Architect") and state that copies may be released to you. Samples of both releases are attached.

If you are requesting copies, you may attempt to obtain a release from the Owner and the Architect, or you may have the City attempt to obtain the required releases. If you ask the City to obtain the releases, there is an additional charge for that service. The City charges the fully burdened hourly rate for staff time to research addresses, prepare and process the letters to the Owner and the Architect, plus postage, to send the letters on your behalf. If the City sends the letters, they must be sent either registered mail or certified return receipt, which is a higher postage cost than first class mail. **Please check one of the boxes below if you are requesting copies of the building plans:**

- ☐ I have obtained the required releases, signed originals of which are attached.
- ☐ I have not obtained the required releases, and request that the City attempt to obtain them. I agree to pay the City as itemized above for this service. I have enclosed an advance deposit of \$ _____. I understand that if the Owner does not respond or if the Owner and/or Architect do not agree to the release, I must still pay the City's costs for attempting to obtain the required releases.

Once the City has your signed affidavit and the required releases, the copying cost for plans must be paid in advance. See the attached schedule of fees and costs for copies. The Architect has thirty (30) days in which to respond, which can be extended to sixty (60) days if special circumstances apply. State law does not require the Owner to respond. Pursuant to the Public Records Act, California Government Code Section 6250 et seq., please allow staff 10 days to respond to your request once the City receives both your affidavit and the required releases signed by the Owner and the Architect.

Please complete the following: (Print legibly)

Requester Name: _____ Date of Request: _____

Daytime Telephone Number: L__) _____ or L__) _____

Pages requested to be copied: ☐ ALL (entire set)
 ☐ Individual as follows: _____

Office Hours: 7:30 a.m. to 5:30 p.m., Monday through Thursday, and 7:30 a.m. to 4:30 p.m. on Friday.
30940 Hawthorne Boulevard, Rancho Palos Verdes, CA 90275
Telephone: (310) 544-5228 Fax: (310) 544-5293

CITY OF RANCHO PALOS VERDES
AFFIDAVIT OF PERSON
REQUESTING COPY OF OFFICIAL BUILDING PLANS
(HEALTH AND SAFETY CODE SECTION 19851)

I, the undersigned, hereby declare as follows:

1. My business or residence address is _____

2. I have requested that the building department of the City of Rancho Palos Verdes supply me
duplicates of official building plans for the building or structure located at _____

_____, for which the City of Rancho Palos Verdes issued
a building permit. I have read and am familiar with the provisions of Health and Safety Code
Section 19851 governing the copying of building plans.

3. Check applicable description:

☒ I am the original owner of the building for which I am requesting copies of plans. I
hereby give the City of Rancho Palos Verdes my permission to copy the official plans for
the building.

☐ I am the current owner of the building for which I am requesting copies of plans. I
hereby give the City of Rancho Palos Verdes my permission to copy the official plans for
the building.

☐ I am the representative of the board of directors or governing body of the association or
entity established to manage the common interest development governing the property at
the above-listed address, who has been duly authorized by the board of directors to make
this request on behalf of the association or other entity.

☐ I am _____ [Explain]

4. I acknowledge and agree that the copy of the plans to be provided to me shall only be used
for the maintenance, operation, and use of the buildings or structures on the property.

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

6. I am informed and understand that 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 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.

7. In consideration for the City's approval of my request for a copy of the building plans, I do
hereby agree to defend, indemnify, protect and hold harmless the City of Rancho Palos
Verdes, its officers, officials, employees, agents, and volunteers from any and all claims,

suits, demands, actions, losses, damages, judgments, settlements, penalties, fines, defensive costs or expenses, including without limitation, interest, attorneys' fees and expert witness fees, or liability of any kind or nature arising out of, attributable to, or in any way related to, my receipt of a copy of building plans and any use to which my copy of the plans may be applied.

8. The building [check one] ☐ is ☐ is not governed by a board of directors as a common interest development.

I declare under penalty of perjury that the foregoing is true and correct.

Signed this __ day of _____, 20__ at _____
California.

Signature of Applicant

Typed/Printed Name of Applicant

Street Address

City, State, Zip Code

() _____
Telephone Number

ACKNOWLEDGMENT

State of California)
)
County of _____)

On _____ before me, _____
(insert name and title of the officer)

personally appeared _____
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____ (Seal)
Signature of Notary Public

When completed, please return this affidavit to:

City of Rancho Palos Verdes
Community Development Department
30940 Hawthorne Boulevard
Rancho Palos Verdes, CA 90275

AUTHORIZATION TO DUPLICATE
(Architect or Other Professional of Record)

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

(fill in address)

have received a copy of the requester's executed affidavit and hereby give my permission to the City of Rancho Palos Verdes to release a duplicate copy of the official building plans on file with the City for the above-mentioned building or structure to:

(fill in name of requester)

D Check here if signing as successor to the Professional of Record.

Signed this ____ day of _____, 20__ at _____
(City, State)

Signature of Professional

Typed/Printed Name of Professional

Address

City, State, Zip Code

() _____
Telephone Number

(Seal)

When completed, please return this authorization to:

City of Rancho Palos Verdes
Community Development Department
30940 Hawthorne Boulevard
Rancho Palos Verdes, CA 90275

AUTHORIZATION TO DUPLICATE

(Owner)

To be completed by current or original owner, if requester is neither current or original owner. If the building is part of a Common Interest Development, this form may be completed by the authorized representative for the board of directors or governing body.

Check One

☒ I, the current owner or authorized agent for the owner,

☐ I, the original owner or authorized agent for the original owner,

☐ I, the duly authorized representative for the board of directors or governing body of the association or entity established to manage the common interest development,

of the building or structure located at:

(fill in address of building or structure)

hereby give my permission to the City of Rancho Palos Verdes to release a duplicate copy of the official building plans on file with the City for the above address to:

(fill in name of requester)

Signed this ____ day of _____, 20__ at _____
(City, State)

Signature of Current Owner, Original Owner, or
Association's Authorized Representative

Typed/Printed Name of Signer

Street Address

City, State, Zip Code

1) _____
Telephone Number

When completed, please return this authorization to:

City of Rancho Palos Verdes
Community Development Department
30940 Hawthorne Boulevard
Rancho Palos Verdes, CA 90275