

## City of Laguna Beach

### Community Development Department Plan Retrieval & Plan Duplication

Finalized building plans are part of the public record but may only be inspected or reviewed at the Community Development Department public counter due to copy-right protection laws.

The Community Development Department scans the finalized building plans at the end of a project and the digital files are made accessible and maintained for the life of the structure. Digital files are available for review at no charge during normal working hours at the public counter computers.

Plans that have been submitted for some type of land use entitlement approval, such as Design Review, are available for inspection or review after signing in at the public counter. The paper plans are available for review up until the time the project is complete and the drawings are scanned into a digital format after which they can be viewed at the public counter computers.

State law addresses the subject of inspection and duplication of construction plans for which a building permit has been issued.

#### [Information Guide](#)

Pursuant to Health and Safety Code Section 19851, prior to obtaining copies of finalized building construction plans, you must fill out and sign the attached Plan Duplication Request Form and Duplication Request Affidavit. All information on the attached form and affidavit must be completed before requests can be processed. The City will request via certified letter, authorization from the current or original owner and all registered professionals associated with the plans. The parties have 30 days to respond to the City. When all authorizations are received, the City will provide the requestor with a CD-R containing the requested plans. Delivery can be by mail or pick-up at the Building Counter. A \$138 non-refundable fee is assessed per plan set to process your retrieval/duplication request.



**Architect/Engineer or Registered Professional or their appointed successor who signed the original drawings.**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
License #: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
License #: \_\_\_\_\_  
Address: \_\_\_\_\_  
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Name: \_\_\_\_\_  
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Address: \_\_\_\_\_  
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Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
License #: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

This form is to be completed by the person requesting that certain plans be duplicated and shall be accompanied by a \$138 non-refundable processing/duplication fee.

**AFFIDAVIT IN SUPPORT OF REQUEST FOR DUPLICATION  
OF FINALED BUILDING PERMIT CONSTRUCTION PLANS  
CALIFORNIA HEALTH AND SAFETY CODE SECTION 19851**

I, \_\_\_\_\_ declare as follows:  
*(Type or Print Name)*

1. I request the City to duplicate building plans for a property located at  
\_\_\_\_\_  
*(Type or Print Property Address & Assessor Parcel Number)*

2. In connection with my use of these plans, I hereby state and acknowledge all of the following:

- a. That the copy of the plans shall only be used for the maintenance, operation and use of the building.
- b. That drawings are instruments of professional service and are incomplete without the interpretation of the certified, licensed or registered professional of record.
- c. 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 governmental 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.

3. In consideration for the City's approval of this request, I do hereby agree to defend, indemnify and hold harmless the City of Laguna Beach and its officers and employees from any and all claims, suits and liability that may arise due to my receipt of the copy of the official plans and any use to which my copy of the plans may be applied.

I declare under the penalty of perjury under the laws of the State of California that the foregoing is true and correct, and that this Affidavit was executed on \_\_\_\_\_ at \_\_\_\_\_, California.  
*(Date)* *(City)*

\_\_\_\_\_  
*(Signature of Affiant)*

# AUTHORIZATION FORM

Pursuant to Health and Safety Code Section 19851, the original or current owner of the subject building (or if a common interest development, the Board of Directors or similar governing body established to manage the building) and the certified, licensed or registered professional or his or her successor who signed the original document must authorize the duplication of issued building permit construction plans maintained by the Community Development Department.

The following form is provided for your convenience. If you should have any questions, please telephone the City of Laguna Beach Community Development, Building Division at (949)497-0715.

Regarding Plan Duplication Request for:

\_\_\_\_\_  
(Type or Print Property Address & Assessor Parcel Number)

**I declare that I am:**

(Check One)

- The original or current owner of the property described above;
- The President/Executive Officer of the Board of Directors or other governing body of the association established to manage the above described building, and have authority to sign on behalf of the governing body; or
- The certified, licensed, or registered professional or his or her successor who signed the original documents on the above-described property.

**AUTHORIZATION OR REFUSAL**

I, \_\_\_\_\_,  
(Type or print your name and the name of your organization, if applicable)

Hereby **authorize / refuse** (circle one) the City of Laguna Beach to duplicate the subject building plans described pursuant to the plan duplication request. Further, a facsimile of my signature may be used for the limited purpose set forth herein.

\_\_\_\_\_ signed this day \_\_\_\_\_, 20\_\_

**REASON FOR REFUSAL** -----

Please mail within ten (10) days of receipt to:  
Community Development Department  
Building Division  
City of Laguna Beach  
505 Forest Avenue  
Laguna Beach, CA 92651  
or  
FAX to (949) 497-0759