

PLANS DUPLICATION REQUEST

request for copies / duplication of documents (e.g. architectural plans, structural plans, structural calculations) pursuant to CA Health & Safety Code Section 19851



PROPERTY ADDRESS

PERMIT NUMBER

DATE

Applicant (primary contact)	Name		Phone	
	Address		Unit	City
	State	Zip	Email	

SUBMITTAL REQUIREMENTS (ALL OF THE FOLLOWING ARE REQUIRED)

- | | | | | |
|--|--|--|---|--|
| <input type="checkbox"/> Application & Fees
Complete application and payment of fees | <input type="checkbox"/> Applicant Affidavit
Affidavit completed and signed by applicant (Page 2 of application) | <input type="checkbox"/> Grant Deed
Copy of current owner's Grant Deed with property address | <input type="checkbox"/> Owner Declaration and Verification
See further instructions below, and declaration on Page 3 of this application | <input type="checkbox"/> Licensed Professional Declaration
See further instructions below, and declaration on Page 4 of this application |
|--|--|--|---|--|

Current owner declaration and verification may be provided as follows:

- Homeowner
 1. Declaration or letter signed by current owner of building authorizing the release of the requested documents (owner's signature must be notarized if not verified by Item #2 below).
 2. A copy of Driver's License / Identification Card verifying ownership name on Grant Deed.
 3. If an agent is acting on behalf of current owner, a letter of authorization from the owner shall also be provided authorizing a specific individual to act on behalf of owner. Proper identification of the authorized agent shall be verified prior to release of documents.
- Homeowners Association (HOA) or other governing body established to manage the common interest development
 1. Letter on HOA or other governing body letterhead, signed by President of HOA, or other authorized agent, authorizing the release of the requested documents and designating an individual authorized to accept the requested documents on behalf of the HOA or other governing body established to manage the common interest development.
 2. Documentation, such as HOA minutes, verifying the authenticity of HOA President or other agency, as authorized signatory of Release Letter.
 3. Proper identification for purposes of verifying the identify of the authorized agent (if applicable) acting on behalf of the HOA or other governing body established to manage the common interest development.
- Corporation, LLC, Partnership, or other ownership entity
 1. Letter on company letterhead (as applicable), signed by authorized signatory, authorizing the release of the requested documents and designating an individual authorized to accept the requested documents on behalf of the entity.
 2. Documentation, such as an operating agreement or similar documentation, verifying the authenticity and authority of the signatory on behalf of the entity.
 3. Proper identification for purposes of verifying the identify of the authorized agent (if applicable) acting on behalf of the corporation, LLC, partnership, or other ownership entity.

Release letter from licensed professional(s) / preparor(s) who signed original document(s), or their successor shall include:

1. Letter on company letterhead authorizing the duplication and release of the requested documents, and designating an individual authorized to accept the requested documents.
2. Wet stamp and signature of licensed professional(s) shall be provided on the respective release letter(s).
3. Proper identification for purposes of verifying the identify of the authorized agent acting on behalf of the licensed professional.

Notes:

- All letters must be dated and shall only be valid for 30 days from the date of the letter.
- Only original documents with original signatures shall be submitted. No copies, faxes, or emails, etc. will be accepted.
- A copy of Driver's License / Identification Card may be required if licensed professional's signature on Release Letter does not match signature on approved plans.
- Third party letters are not accepted.



APPLICANT AFFIDAVIT TO DUPLICATE OFFICIAL RECORDS OF CITY OF SANTA MONICA BUILDING AND SAFETY DIVISION

I, _____ (owner, authorized agent or applicant) hereby attest the following:

Pursuant to California Health and Safety Code Section 15981(c)

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

Under penalty of perjury, I declare that, to the best of my knowledge and belief, the information entered in this form is true, correct, complete, and made in good faith.

ROLE OF THE UNDERSIGNED IS (CHECK ONE): OWNER AGENT OTHER _____

Name _____ Signature _____ Date _____



OWNER DECLARATION TO RELEASE OFFICIAL RECORDS OF CITY OF SANTA MONICA BUILDING AND SAFETY DIVISION

I, _____, am the current owner of the property located at:

Street Address City Zip Code

and hereby grant permission for the City of Santa Monica to make and deliver a duplicate of the official copy of the plans, specifications and calculations, reports and documents in the above specified activity number, as requested by:

Name Street Address City Zip Code

This permission is granted pursuant to Sections 19850 through 19852 of the California Health and Safety Code that states at Section 19851(c), and I attest:

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

Under penalty of perjury, I declare that, to the best of my knowledge and belief, the information entered in this form is true, correct, complete, and made in good faith.

Property Owner Name Signature Date

Property Owner Address City Zip Code



REGISTERED OR CERTIFIED PROFESSIONAL DECLARATION TO
RELEASE OFFICIAL RECORDS OF CITY OF SANTA MONICA
BUILDING AND SAFETY DIVISION

[Empty rectangular box for permit number]

BUILDING PERMIT NUMBER

I, _____, with an address and phone number of:

Street Address City Zip Code Phone Number

am the licensed, registered, or certified professional; or, the legal successor of the licensed, registered, or certified professional who signed the official copy of the building plans, structural plans, or structural calculations filed under the above designated permit number with the City of Santa Monica Building and Safety Division for the property located at:

Street Address City Zip Code

I hereby grant permission for the City of Santa Monica to make and deliver a duplicate of the official copy of the plans, specifications and calculations, reports and documents in the above specified activity number, as requested by:

Name Street Address City Zip Code

This permission is granted pursuant to Sections 19850 through 19852 of the California Health and Safety Code that states at Section 19851(c), and I attest:

- That the copy of the plans shall only be used for the maintenance, operation, and use of the building.
That drawings are instruments of professional service and are incomplete without the interpretation of the certified, licensed or registered professional of record.
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Under penalty of perjury, I declare that, to the best of my knowledge and belief, the information entered in this form is true, correct, complete, and made in good faith.

Name Signature Date

[Large empty rectangular box for professional stamp]

WET STAMP OF PROFESSIONAL