The Building Inspection Division does not have equipment available for reproducing drawings. With the proper written authorization, the plan records can be released to an authorized duplication firm for duplication, printed on standard size paper, or electronic files can be loaded onto a CD or thumb drive provided by the requestor. The following items are required prior to the release of plan records:

a. Affidavit signed by the requesting party.
b. A letter from the current property owner stating the plans can be released. This letter must include the property address(es), permit number(s) and the name of the party to whom the plans are to be released. If the plans must be duplicated from microfiche files, the letter must include the name of the authorized duplication firm (see list below) that will be used. A letter from the property owner authorizing an agent is acceptable.
c. A letter authorizing release for duplication from the original Architect or Engineer-of-Record who drew the plans.

Copies printed from our electronic records will be printed on 8 1/2 X 11 size paper; the first 10 sheets will be free of charge and a fee of $ .20 per sheet will be charged for additional sheets. Downloading to electronic media may also require fees for staff time spent.

For Duplication from microfiche or full size paper plans:
The City of Santa Clara accepts the following duplication firms to work with the applicant:

ARC – San Jose 408-295-5770
Riot Color Center - Sunnyvale 408-736-7912
ARC – Milpitas 408-262-3000
ARC – Campbell 408-871-3070
BMI Imaging - Sunnyvale 408-736-7444

The City of Santa Clara is not involved with the contract or the cost of the duplication. The duplication firm will be allowed to have the microfiche or paper documents for a maximum of two weeks. The firm you hire will check the microfiche or documents out and return it within the allotted time. Please be sure that you have viewed the records, and the contracted firm knows which pages of the plans you would like reproduced. Our office is not responsible for informing the duplication firm which copies need to be reproduced.

**NOTE:** In the case of plans with multiple buildings, you are allowed to reproduce only the plans for your building.