



## City of Santa Clara

Building Division  
1500 Warburton Ave.  
Santa Clara, CA 95050  
www.santaclaraca.gov

Building Division: 408-615-2440  
Email: Building@santaclaraca.gov  
Permit Center: 408-615-2420  
Email: PermitCenter@santaclaraca.gov  
Automated Inspection Scheduling System: 408-615-2400

## PLAN DUPLICATION REQUEST REQUIREMENTS

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.*



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**PLAN DUPLICATION REQUEST FORM – DUPLICATION FIRM**

Requestor information:

Name: \_\_\_\_\_

Date of Request: \_\_\_\_\_

Company: \_\_\_\_\_

Daytime Number: \_\_\_\_\_

Address: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Please fill all applicable fields:

Project address: \_\_\_\_\_

Project/Permit Number: \_\_\_\_\_

APN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

# of Pages: \_\_\_\_\_

To obtain copies of documents from Community Development – Building Division:

To obtain copies of plans or documents, current property owner must sign and complete the Declaration page. If you wish to have the plan records released to an authorized firm for duplication, please complete and sign the section below.

Regular plan duplication requests can take up to 30-40 days to process due to research and the legal authorization requirements.

If plans are being requested to replace a Lost Job Set (active permit), only the property owner's or contractor's written authorization is required.

Most document and Lost Job Set (active permits) plan requests take 2-10 days to process.

The plans will be released to \_\_\_\_\_

(Duplication Firm Name)

Requestor Name (print please)

Requestor Signature

Phone Number

Email

Property Owner Name (print please)

Date

NOTE: If the requestor is not the building owner, written permission from the building owner, board of directors or association managing the common interest development is required.



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**DECLARATION IN SUPPORT OF REQUEST FOR COPY OF BUILDING PLANS  
CALIFORNIA HEALTH AND SAFETY CODE SECTION 19851**

I, \_\_\_\_\_ declare as follows:  
(Name)

1. I am the current owner and have made a request to duplicate plans which you created for construction located at: \_\_\_\_\_  
(Property Address)
2. In connection with my use of these plans, I hereby state 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 (1) of Sections 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.

I declare under penalty of perjury that the foregoing is true and that this Declaration was executed on \_\_\_\_\_ in, \_\_\_\_\_ California.  
(Date) (City)

\_\_\_\_\_  
(Signature of declarant)