



Plan Duplication Request Requirements

Plan Record Copies & Duplication

The Building Inspection Division does not provide plan reproduction services.

With proper written authorization, plan records may be:

- Released to an approved duplication firm
- Printed on standard-size paper (8½ × 11)
- Provided as electronic files on a CD or thumb drive supplied by the requestor

California Public Records Act (CPRA) Requests

All California Public Records Act (CPRA) requests for permitting documents must be submitted through [NextRequest](#), the City's online public records request portal.

Required Before Plans Can Be Released

Please submit all of the following:

- Affidavit signed by the requesting party
- Property Owner Authorization Letter
 - Must include: Property address(es), Permit number(s), Name of the person or firm authorized to receive the plans
 - If duplication from microfiche is required, the letter must also name the approved duplication firm
 - A letter authorizing an agent is acceptable
- Authorization Letter from the Architect or Engineer of Record

Printing & Electronic Copy Fees

- Copies printed from electronic records are limited to 8½ × 11 paper
- First 10 pages are free
- Additional pages are charged per the current Building Fee Schedule
- Electronic copies may require staff time fees

Approved Duplication Firms

(For microfiche or full-size plan duplication)

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

Important Notes

- The City is not involved in duplication costs or contracts
- Duplication firms may retain records for up to two weeks
- The requestor must:
 - Review the plans in advance
 - Clearly identify which pages are to be reproduced
- City staff will not instruct duplication firms on what to copy
- For projects with multiple buildings, only plans for your specific building may be reproduced

Contact Information

Permit Center: 408-615-2420 | **Email:** permitcenter@santaclaraca.gov

Building Division: 408-615-2440 | **Email:** building@santaclaraca.gov

Plan Duplication Request Form – Duplication Firm

Requestor Information

Name:

Date of Request:

Company:

Telephone Number:

Email:

Please fill all applicable fields:

Project Address:

BLD Number:

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:

Requestor Signature:

Phone Number:

Email:

Property Owner Name:

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.

Declaration in Support of Request for Copy of Building Plans: California Health and Safety Code Section 19851

I, _____, declare

1. I am the current owner and have made a request to duplicate plans which you created for construction located at:
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.

Signature:

Contact Information

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