

City of Berkeley

Planning and Development Department

Building and Safety Division

1947 Center Street, 3rd Floor, Berkeley, CA 94704

Office: (510) 981 – 7440 Fax: (510) 981 – 7450

Email: BuildingandSafety@CityofBerkeley.info

REQUIREMENTS TO OBTAIN COPIES OF PLANS

INSTRUCTIONS

To request a duplicate set of plans, you must first complete a “[Records Retrieval Request](#)” in order for Building and Safety staff to determine whether or not the set of plans can be found. Once staff has located the plans, please complete “**Application for Duplicate Plans**” packet (Forms A, B, C, and D); which you can obtain on-line or from the Permit Service Center. Upon submittal and approval of your Application for Duplicate Plans packet, the City will send the plans directly to East Bay Blue Print on your behalf. The East Bay Blue Print company will contact you directly for payment and to coordinate a time for you to pick up the plans directly from the East Bay Blue Print facility in Oakland.

Copying or duplication of plans is possible only when following criteria has been met:

APPLICATION / AFFIDAVIT

The person requesting to duplicate the official copy of the plans shall complete and sign an Application/Affidavit (**FORM A**) stating all of the following:

- A. The copy of the plans shall only be used for the maintenance, operation and use of the building.
- B. The 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 Professional Codes states that the licensed architect/engineer who signed the plans, specifications, report, or documents shall not be responsible for damage caused by subsequent changes to, or use of, those plans, specifications, report, or documents shall not be responsible for damage caused by subsequent changes to, or use of, those plans, specification, report or documents where the subsequent changes or uses are not authorized or approved by the licensed architect/engineer.

AUTHORIZATIONS

Plans maintained by the Building and Safety Division may not be duplicated in whole or in part without:

- A. The written permission (**complete a FORM B**) of the original or current owner of the building, or for interest development, with the written permission of the board of directors or governing body of the association established to manage the common interest development; **and**
- B. The written permission (**complete a FORM C**) of the certified, licensed or registered professional or his/her successor, if any, who signed the original document (s).
- C. An order of a proper court (not a subpoena).

FEES TO OBTAIN COPIES OF PLANS

- A. The person (s) requesting duplication shall pay the cost of duplicating the plans directly to the duplicating service. The costs for duplicating plans will vary.
- B. Please contact East Bay Blue Print and Supply Co. at 510.261.2990 for details. A Transmittal form may be used for this purpose (Form D).



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FORM A

APPLICATION FOR DUPLICATE PLANS – Applicant

I, the undersigned, do hereby request a duplicate of the official copy of the plans for the building or structure at:
 _____, and do hereby declare under penalty of perjury under the laws of the State of California that:

1. The copy of the plans for which I have applied shall be used only for the maintenance, operation and the use of the building located at the address set forth in this application.
2. I acknowledge that the drawings, plans and calculations are instruments of professional service and are incomplete without the interpretation of the certified, licensed, or registered professional of record.
3. I acknowledge that subdivision (a) of Section 5536.25 of the Business and Professional Code states that a licensed architect who signs plans, specifications, reports, or documents shall not be responsible for damages caused by subsequent changes to, or use of, those plans, specifications, reports or documents where the subsequent changes of uses, including change or uses made by the 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 damages.
4. In consideration for the City's approval of this application, I do hereby agree to indemnify and hold harmless the City of Berkeley from liability, which may arise due to my receipt of the copy of the official plan, and any use to which my copy of the plans may be applied.

X

Signature of Applicant **Date**

Print Name of Applicant

Address of Applicant **City** **State Zip**

Phone: (____) _____ - _____ **Email:** _____



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FORM B

APPLICATION FOR DUPLICATE PLANS – OWNER PERMISSION

Building Owner: _____
(Print)

Subject: ***Request to duplicate Official Copy of Building Plans***

Property Address: _____

I have read and understand “FORM A” “Requirements to Obtain Copies of Plans”.

I **DO** **DO NOT**

grant my permission to reproduce the plans for the project referenced.

X

Signature of Owner

Print Name

Date

Current Address

City

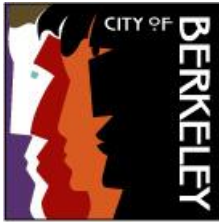
State

Zip

Phone: (____) _____ - _____ Email: _____

Please return this application to:

City of Berkeley
Planning and Development Department
Building and Safety Division
1947 Center Street, 3rd Floor
Berkeley, CA 94704



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FORM C

APPLICATION FOR DUPLICATE PLANS – LICENSED ARCHITECT/ENGINEER
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I _____ am requesting plans for the structure
(please print)

located at _____, Berkeley, CA, to
(please print)

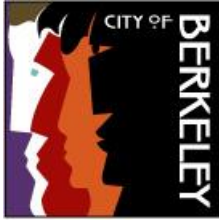
be duplicated and I understand and accept the following provisions:

1. The copy of the plans shall only be used for the maintenance, operation and use of the building.
2. The drawings are instruments of professional service and are incomplete without the interpretation of the certified, licensed, or registered professional of record.
3. Section 5536.25 of the Building and Professional Code states that a licensed architect/engineer who signed the plans, specifications, reports, or documents shall not be responsible for damage caused by subsequent changes to, or use of, those plans, specifications, report, or documents where the subsequent changes are used, including change of uses made by state or local government agencies, are not authorized or approved by the licensed architect/engineer who originally signed the plans, specifications, report, or documents was not also proximate cause of the damage.

X		/ /
_____ SIGNATURE	_____ License #	_____ Expiration Date

DATE

Phone: (_____) _____ - _____ Email: _____



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FORM D

TRANSMITTAL

DATE: _____/_____/_____

TO: East Bay Blue Print
 1745 14th Avenue
 Oakland, CA 94606
 Phone: 510.261.2990
 Fax: 510.261.6077
 Email: ebbp@eastbayblueprint.com
 Website: www.EastBayBluePrint.com

FROM: City of Berkeley
 Planning and Development Department
Building and Safety Division
 1947 Center Street, 3rd Floor, Berkeley, CA 94704
 Office: 510.981.7440, press 0
 Fax: 510.981.7450
 Email: BuildingandSafety@CityofBerkeley.info

Please reproduce the attached documents for our client and contact the client directly to make arrangements for payment.

PLEASE PRINT

Name: _____
 (First Name) (Last Name)

Mailing Address: _____

PHONE: (____) - _____ - _____

Email: _____

Project Address: _____ **Permit App #:** _____ - _____
 (Required)

Copies Requested _____ Indicated or _____ All Enclosed