



City of San Ramon
Building and Safety Services
 7000 Bollinger Canyon Rd, San Ramon, CA 94583
 Office: (925) 973-2580 Fax (925) 838-2821
 E-mail: Building@sanramon.ca.gov
 Website: www.sanramon.ca.gov
Revised: May 2021

DUPLICATION OF PLANS REQUEST

Date: _____ Plan Information: _____
 Site Location: _____

TO: Architect/Engineer: _____
 Address: _____
 City, State, Zip: _____

RE: Owner(s): _____
 Address: _____
 City, State, Zip: _____

The City of San Ramon has received a request for permission to duplicate plans or documents that were originally prepared by your office.

Section 19851 of the Health and Safety Code (H&SC) of the State of California requires that the Building Department, prior to copying plans or documents prepared by a licensed, registered, or certified professional, must first attempt to contact the preparer for permission to copy the plans or documents.

Failure to respond to this letter within 30 days or a refusal will be treated as a consent for duplication of the plans per H&SC section 19851(f). (See reverse side of this document) .

I, _____, request copies of the official plans for the above-mentioned address. I understand and will comply with the following:

1. **That a non-refundable, minimum fee deposit of \$ 15.00 and \$ 2.00 per sheet, plus any other fees thereafter, will be charged for duplication of plans.**
2. That the copy of the plans shall only be used for the maintenance, operation and use of the building.
3. That the drawings are instruments of professional service and are incomplete without the interpretation of the certified, licensed or registered professional of record.
4. 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 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.

 Signature of requesting party

I hereby authorize the duplication of the plans indicated herein.

Signed: Licensed/Registered Professional	Date	License No. and Expiration Date
Signed: Original or Current Owner	Date	30 days from date of mailing

**Sign and return to the City of San Ramon Building Services
 Division no later than thirty (30) days from the date of this notice TO:**

**Building Official, City of San Ramon
 2401 Crow Canyon Rd.
 San Ramon, CA 94583
 (925) 973-2580**

HEALTH AND SAFETY CODE

Excerpt of Chapter 19850-19853. For the full text you may go to the State of California Website and search the Health and Safety Code:

https://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?lawCode=HSC&division=13.&title=&part=3.&chapter=10.&article=

19850. The **building** department of every city or county shall maintain an official copy, which may be on microfilm or other type of photographic copy, of the **plans** of every **building**, during the life of the **building**, for which the department issued a **building** permit. . . .

Except for **plans** of a common interest development as defined in Section 1351 of the Civil **Code**, **plans** need not be filed for:

- (a) Single or multiple dwellings not more than two stories and basement in height.
- (b) Garages and other structures appurtenant to buildings described under subdivision (a).
- (c) Farm or ranch buildings.
- (d) Any one-story **building** where the span between bearing walls does not exceed 25 feet. The exemption in this subdivision does not, however, apply to a steel frame or concrete **building**.

19851. (a) The official copy of the **plans** maintained by the **building** department of the city or county provided for under Section 19850 shall be open for inspection only on the premises of the **building** department as a public record. The copy may not be duplicated in whole or in part except (1) with the written permission, which permission shall not be unreasonably withheld as specified in subdivision (f), of the certified, licensed or registered professional or his or her successor, if any, who signed the original documents and the written permission of the original or current owner of the **building**,. . .

(Excerpt)

(c) The **building** department shall also furnish the form of an affidavit to be completed and signed by the person requesting to duplicate the official copy of the **plans**. . . .

(Excerpt)

(f) The certified, licensed, or registered professional's refusal to permit the duplication of the **plans** is unreasonable if, upon request from the **building** department, the professional does either of the following:

- (1) Fails to respond to the local **building** department within 30 days of receipt by the professional of the request. However, if the **building** department determines that professional is unavailable to respond within 30 days of receipt of the request due to serious illness, travel, or other extenuating circumstances, the time period shall be extended by the **building** department to allow the professional adequate time to respond, as determined to be appropriate to the individual circumstance, but not to exceed 60 days.
- (2) Refuses to give his or her permission for the duplication of the **plans** after receiving the signed affidavit and registered letter specified in subdivisions (c) and (d).

19853. This chapter shall not apply to any **building** containing a bank, other financial institution, or public utility.