	City of Arcata Building Division **Building Division Submittal Form**

Plan Retrieval Request

Plans are public records and may be viewed at the Building Division. Plans are generally available for new commercial, industrial and multifamily projects. Plans approved prior to 1999 for single-family residences and multifamily projects and plans for plumbing, mechanical and electrical projects are generally not available.

Plans that are available are in storage. Engineering and other papers associated with the plans have been converted to optical images and stored electronically. These are available for viewing in our office. Plans are filed under address and all other documentation is filed under the number of the associated permit, assessor's parcel number or address.

Copies of plans can only be used for maintenance and operation of the structure. They are not to be used for design purposes. State law notes that the official copy of building plans maintained by a local agency's building department may be inspected, but may not be copied without first requesting the written permission of the licensed or registered professional who signed the document and the original or current property owner.

Pursuant to Health and Safety Code 19851 prior to obtaining copies of plans you must fill out and sign the attached affidavit. A $30.00 refundable fee (check only) is required to process your request for plans. This fee will be refunded or used to pay for copies. **All information on the attached form and affidavit must be completed before requests can be processed.** Once all documentation is received we will begin retrieving the requested plans and/or documents. This process may take up to 10 working days

Please complete the following: ***All information is required or your request cannot be processed.***

_____	_____	_____
Date of request	Name of Requestor	Daytime Phone No.

☐ Check here if plans are to replace a lost job set for an active permit (if checked, skip to "Copies Requested" at bottom of this page).

Owner Information: ***Current or Original*** **(circle one)**

Name: _____

Address: _____

Architect/Engineer or Registered Professional or their appointed successor, who signed the drawings (circle one).

Name:_____

Address:_____

License No._____

Current address and successor information can be obtained by contacting one of the following:

California Board of Engineers
www.dca.ca.gov/pels

California Architects Board
www.cab.ca.gov

If no current address is available, last known address can be used. Should the professional of record be deceased without a successor, a statement from the appropriate Board will be acceptable.

Copies Requested for:

Address of Property:_____

Permit Number:_____

Document Description:_____

_____

Page Number(s) requested:_____

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

I,_____declare as follows:
(Name)

1. I made a request to duplicate plans, which you created for construction located at

_____ _____
(Property address) (Assessor's Parcel Number)

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. I have submitted a **letter of approval from the licensed and registered professional** who signed the document.
   d. If I am not the owner, I have submitted a **letter of approval from the owner** of the property.
   e. 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 chances 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 correct, and that this

Declaration was executed on _____at_____, California.
(date) (city)

_____
(Signature of declarant)