



CITY OF EL SEGUNDO PLANNING AND BUILDING SAFETY

350 Main Street • El Segundo, CA 90245
(310) 524-2380 • (310) 322-4167 Fax

VIEWING PLANS

The duplication of plans is regulated by existing California State Law. Under Section 19851 of the California Health and Safety Code, these documents shall be open for inspection only on the premises of the Building Division as a public record. Any person requesting to view plans in whole or in part shall first complete and sign the **Duplication of Plans Affidavit** (see attached).

DUPLICATING PLANS

Any person requesting copies of plans in whole or in part shall comply with the following conditions:

- (A) The applicant shall obtain written permission from the:
- Original or Current Owner of the building OR
 - Board of Directors (or Governing Body) of the association established to manage the common interest development **AND**
 - The applicant shall obtain written permission of the certified, licensed, or registered professional or his successor, if any, who signed the original document(s). Usually, if no response is received within 30 days of the receipt of the letter, State Law allows the Building Division to copy and release the plans.
- (B) The applicant shall complete and sign the **Duplication of Plans Affidavit** (see attached).

Written permission is required from both the designer of record and the current property owner(s) before the plans can be released for copying. You may use any method of communication to contact the designated individual but only a signed written letter will be accepted at the Building Safety Division for the release of plans.

If contact cannot be made or the individual cannot be located then the following is required: send a letter requesting release of plans to be copied to the last known address of the individual, company, and his/her successor via certified mail. The 30 days shall begin from the date of the post-mark on the returned envelope.



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DUPLICATION OF PLANS AFFIDAVIT

I request permission to duplicate construction plans and related documents for the property located at _____, in the City of El Segundo, California under the following provisions:

- The copy of the plans shall only be used for the maintenance, operation, and use of the building.
- The drawings are instruments of professional service and are incomplete without the interpretation of the certified, licensed, or registered professional of record.
- The 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 to 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 proximate cause of the damage.

(Applicant's Signature)

(Applicant's Name)

(Applicant's Address)

(Applicant's Phone Number)