

California Health and Safety Code Section 19851 requires that building departments follow specific guidelines and procedures when requests are received for the duplication of building plans retained on file for construction projects. To view the Health and Safety code, please visit the link below.

https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=19851&lawCode=HSC

All plans on file are available to view at the Permit Center by appointment only. Copying or duplication of available plans is possible when the requestor precisely follows the process outlined below.

Step 1: Building Plan Selection

- Contact the Permit Center in order to determine if the plans are on file with the City.
- If it is determined that the plans are on file, proceed to request an appointment to view the plans.
- You will be provided with a Plan Duplication packet which includes a Plan Duplication Affidavit form, Duplication of Building Plans Authorization Form for Design Professional and a Plan Duplication Reference Page.
- As you view the plans, you will be required to annotate the names of the architect(s) and/or engineer(s) of record, as well as any specific building plan page numbers on the Plan Duplication Reference Page.

Step 2: Obtaining Proper Authorization

- Use the provided Duplication of Building Authorization form to obtain written authorization granting permission to release plans for duplication from the architect and/or engineer of record. Authorization will need to be obtained for all certified professionals that have stamped the plans you wish to duplicate. Contact information for certified professionals can be obtained at www.search.dca.ca.gov. Note that Developer authorization will also be required when plans state that they are owned by the original developer of the subdivision.
- You must notify the design professional(s) of record in writing by sending a completed copy of the Plan Duplication Affidavit, the Duplication of the Plans Authorization form, and the Plan Duplication Reference Page by **certified mail** via the United States Postal Service to the current or last known address. Note that in the case of a deceased design professional, proof must be provided that they are no longer alive which can be in the form of a printout from the California Architects Board or California Professional Board of Engineers & Land Surveyors of their license status indicating (DECEASED).
- Be prepared for the process to take an estimated 45 – 60 days to complete. California State Law states that the design professional has 30 days to respond to the request, and that an additional 30 days may be granted due to extenuating circumstances as described in Health and Safety Code Section 19851(f)(1).
- Once you have obtained the required completed Duplication of Building Plans Authorization form, and/or 30 days has passed without a response from the design professional, you are now ready to submit you Plan Duplication Request to the City.

Step 3: Submit Plan Duplication Request documents

- Please provide the following items to the Permit Center:
 - Completed Plan Duplication Affidavit form
 - Completed Duplication of Building Plans Authorization form
 - Sheet annotating the registered professional/s and plan pages requiring duplication
 - USPS Return Receipt postcard, USPS Certified Mail Receipt, and/or the original mailing envelope if the mailing was undeliverable (required for each registered professional that prepared the desired plans)
 - Print out from www.search.dca.ca.gov indicating current mailing address and/or addresses

**Your request will be processed in compliance with the
Public Records Act. California Government Code § 6253.**

Upon receipt of the plan duplication request, within 10 days, City staff will review the documents for accuracy and completeness to determine whether the request, in whole or in part, will be made available and shall promptly notify the person making the request of the determination and the reasons therefore. In certain circumstances, the time limit prescribed may be extended by written notice to the person making the request, setting forth the reasons for the extension and the date on which a determination is expected to be made.

Duplication Request – Required Items

Please be aware that if you are missing ANY of the **required** items, your Duplication Request will be **DENIED** by the City of Brentwood

	What to mail EACH design professional via certified mail	What to provide the City for your Plan Duplication Request
Plan Duplication Affidavit	X	X
Duplication of Building Plans Authorization Form	X	X
Plan Duplication Reference Page	X	X
Print out from www.search.dca.ca.gov indicating current mailing address and/or mailing addresses		X
USPS Return Receipt Postcard, USPS Certified Mail Receipt, and/or original undeliverable mailing envelope		X
Proof of a deceased design professional (printout from California Architects Board or California Professional Board of Engineers & Land Surveyors)		X

PLAN DUPLICATION AFFIDAVIT

ADDRESS OF BUILDING PLANS REQUESTED:

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PROPERTY OWNER:

Name:	
Address:	City/State/Zip:
Email:	Phone Number:

APPLICANT/REQUESTOR INFORMATION: SAME AS PROPERTY OWNER

Name:	
Address:	City/State/Zip:
Email:	Phone Number:

AUTHORIZATION OF AGENT TO ACT ON PROPERTY OWNER'S BEHALF

I hereby authorize the following person to act as my agent to request for, sign, and gather the records and plans under this request for duplication of copyrighted plans.	
Name of Authorized Agent:	
Address of Authorized Agent:	
Email:	Phone Number:
I declare under penalty of perjury that I am the property owner for the address listed above and I personally completed the above information and certify its accuracy. Note: A copy of the owner's driver's license, form notarization, or other verification acceptable to the department is required to be presented to verify the owner's signature.	
_____	_____
Property Owner's Signature	Date

Property Owner's Name	

I, the undersigned, hereby request duplication of the building plans for the referenced address and I acknowledge the following:

1. That the copy of the plans shall only be used for maintenance, operation, and use of the building.
2. That the drawings are instruments of professional service and are incomplete without the interpretation of the certified, licensed or registered professional of record.
3. That subdivision (a) of Section 5536.25 of the Business and Professions Code states that a licensed architect who signs the plans, specifications, reports, or documents shall not be held 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.
4. In consideration for the City's approval of this request, I do hereby agree to indemnify and hold harmless the City of Brentwood from liability which may arise due to my receipt of the copy of the official plans and any use to which my copy of plans may be applied.

I declare under the penalty of perjury under the laws of the State of California that the foregoing is true and correct.

_____ Date: _____

(Requestor's Signature)

(Typed or Printed Name of Requestor)



Plan Duplication

Development
Services

Effective: May 25, 2007
Revised: September 19, 2023

DUPLICATION OF BUILDING PLANS AUTHORIZATION FORM – DESIGN PROFESSIONAL

The current owner of the subject property is requesting a copy of the plans and/or calculations authored by you. Pursuant to Health and Safety Code Section 19851, and in conformance with State Law protecting the intellectual property rights of registered professionals, architects and engineers, or his or her successor who signed the original documents, this notification is being sent to request authorization for the duplication of official plans maintained by the City of Brentwood, Community Development Department.

If you do not wish for these plans and/or calculations to be released, please notify the City of Brentwood Community Development Department at once by either emailing building@brentwoodca.gov or calling 925-516-5405. Per Health and Safety Code Section 19851, 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:

- Fails to respond to the local building department within 30 days of the receipt by professional of the request. However, if the building department determines that the 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.
- Refuses to give his or her permission for the duplication of the plans after receiving the signed affidavit and registered or certified letter specified in subdivisions (c) and (d) of the Section 19851 of the Health and Safety Code.

PROPERTY/PLAN INFORMATION

Address:	City/State/Zip:
Subdivision Name:	Subdivision Number:
Plan Name:	Plan Number:



Plan Duplication

Development
Services

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AUTHORIZATION OR REFUSAL OF DESIGN PROFESSIONAL

I, _____ hereby **authorize** the City of Brentwood to duplicate or permit the duplication of the official copy of the referenced structure pursuant to the plan duplication request. The request is authorized only under the following conditions:

1. The copy of the plans shall only be used for the maintenance, operation and/or use of the building.
2. Per the provisions of subdivision (a) of Section 5536.25 of the Business & Professions Code, I shall not be held responsible for subsequent changes, which I have not authorized, to these plans, specifications, reports, or documents, where the subsequent changes or uses, including changes or uses made by state or local governmental agencies are cause for damage, provided that the architectural services which I rendered, is not also a proximate cause of the damage.

I, _____ hereby **refuse** authorization for the City of Brentwood to duplicate the building plans pursuant to the plan duplication request. (If refusing the request, it is recommended that the Design Professional return this form to the City by sending it via email to building@brentwoodca.gov).

I DECLARE THAT I AM: (CHECK ONE)

- Architect – The certified, licensed or registered Professional of Record or his/her successor who signed the original plans/documents for the referenced structure.
- Engineer – The certified, licensed or registered Professional of Record or his/her successor who signed the original plans/documents for the referenced structure.
- Registered Professional – The certified, licensed or registered Professional of Record or his/her successor who signed the original plans/documents for the referenced structure.

REGISTERED PROFESSIONAL INFORMATION

Name:	License Number:
Address:	City/State/Zip:
Phone Number:	Email Address:

Attachments: Plan Duplication Affidavit
Plan Duplication Reference Page

PLAN DUPLICATION REFERENCE PAGE

List the permit number, subdivision number, name of the architect, engineer and/or registered professional of record, their respective license number and the page number(s) of the plan sheets for which you are requesting duplication.

Permit Number or Subdivision Number	Architect/Engineer	License Number	Page Number

For Internal Use Only

Date Request Received:	Date Response Due :	Internal Distribution: <input type="checkbox"/> City Attorney <input type="checkbox"/> Asst. City Attorney <input type="checkbox"/> City Manager <input type="checkbox"/> City Clerk <input type="checkbox"/> Community Development <input type="checkbox"/> Human Resources <input type="checkbox"/> Finance & Info. Systems <input type="checkbox"/> Parks & Recreation <input type="checkbox"/> Police Department <input type="checkbox"/> Public Works (Eng. Div.) <input type="checkbox"/> Public Works (Operations)
Request Received Via: <input type="checkbox"/> Walk-In <input type="checkbox"/> Fax <input type="checkbox"/> Mail <input type="checkbox"/> E-mail <input type="checkbox"/> Other _____	Date Requestor Notified: Notified via: <input type="checkbox"/> E-mail (attach copy) <input type="checkbox"/> Letter (attach copy) <input type="checkbox"/> Phone	
Architect Response:	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Engineer Response:	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Registered Professional Response:	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied