



ENGINEERING DIVISION - BUILDING PERMIT GROUP

Pier 1

San Francisco CA 94111

Building Permit Desk (415) 274-0554

REQUEST for DUPLICATION of PLANS

Building permit files maintained by Port Engineering's Building Inspection Group (BPG) are public record open to the public for viewing and reproduction; however copyright law states it is not legal to allow the duplication of plans, or documents such as reports and calculations etc. without meeting the following criteria.

Reference:

California State Health & Safety Code

Inspection of Records Section No. 19851

Any building department of a city or county, which is requested to duplicate the official copy of plans or documents maintained by the building department, shall request written permission to do so from the certified, licensed or registered professional, or his successor, if any, who signed the original documents **and** from the original or current owner of the building, **or** by order of a proper court, **or** upon the request of any state agency. 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 or documents.

To obtain copies of professional drawings, calculations or other documents, it will be necessary to follow the procedures detailed below:

1. If you are not the current owner, written permission from the current owner must be obtained, preferably on letterhead.
2. Review building permit files in order to determine the name of the licensed professional. If there is not a licensed professional's signature on the document but an architectural or engineering firm's title block exists, then that company's name should be noted.
3. Contact the licensed professional, engineering or architectural firm, and obtain written permission on company or personal letterhead to receive copies of drawings, specifications, etc.
4. The letters from the professional and the current owner must include the permit number, site address and document type i.e., plans, specifications, calculations, and/or reports etc., which are to be made available.
5. Complete the attached *Request for Duplication* form.
6. Complete the attached *Affidavit for Duplication of Plans* and submit it together with the above documents to Engineering's Permit Desk at Pier 1 on the Embarcadero (8:30 A.M. to 11:30 A.M. weekdays).

Upon submittal of the above documents and payment of fees, (Port Building Code Section 107A.11.2 and Tables 1A-L and 1A-J) BPG will process the request and arrange for duplication of the official documents to be provided.

If you are unable to locate or obtain the authorization of a licensed professional, you may request BPG assistance. Contact the Permit Desk at (415) 274-0564.



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AFFIDAVIT

Port of San Francisco Engineering Division's Building Permit Group, at the request of (*print requestor's name*): _____,
(*requestor's address*): _____,
on this _____ day of _____, 20____ hereby requests permission to duplicate plans, specifications, reports or documents associated with
(*site address*) _____, which is within the jurisdiction of the Port of San Francisco.

This information is requested in conjunction with Sections 19850 and 19851 of Health & Safety Code relating to buildings as amended in Chapter 767 on September 9, 1988. The requestor hereby attests to the following:

- (c) (1) That the copy of plans shall be only used for the 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 Professionals 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 subsequent changes or uses, including uses made by State and 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.

The following paragraphs are copied from the above-mentioned chapter and provided to inform both the requestor and the professional.

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

Signature of Requestor _____ Date _____