



Community Development Department
BUILDING & SAFETY DIVISION

100 Civic Plaza, Dublin, CA 94568 • Ph: (925) 833-6620 • www.dublin.ca.gov

Duplication of Plans & Documents from City Files

This procedure applies to all requests for the duplication of plans, drawings, specifications, soils reports, calculations, or similar products by a licensed professional on file with the City of Dublin.

Procedure

1. The requestor must have permission from the current owner of the property or, if a condominium, the Board of Directors. If not, the City will not proceed with the request.
The requestor should have written permission from the professional (or a successor) that prepared and signed the plans. If not, then follow the procedure described in No. 2 below.
2. If the requestor does not have the professional's written permission, ***State of California Health & Safety Code Section 19851 requires that the City must send a registered letter to the professional requesting permission to duplicate the plans, documents, etc.*** along with a copy of the requestor's declaration. Since we do not have adequate staff time, the requestor shall send a registered letter to these individuals. The professional has 30 calendar days to respond (this may be extended to 60 days if the Building Division determines the professional is temporarily unavailable).
If permission is refused after receiving the letter and declaration, copying may not proceed. If there is no response within the 30 (or 60) calendar days, copying may proceed.

3. Case Scenarios

SCENARIO	RESOLUTION
An architectural firm prepares the document. One of many architects on the job signs the document.	Permission from the current licensed architectural representative of the firm is sufficient.
Multiple signatures are on the document (i.e., architect, structural engineer, soils engineer, etc.).	All signatories are required to be notified.
Since soils reports, etc. are not drawings, is declaration necessary?	Yes. This applies to these reports also.
Does this apply to plans held by the Planning Department or other departments within the City?	Yes, unless they are City record plans which the City has signed.
Energy conservation calculations signed by a licensed professional	Yes! Remember—the key issue is protecting the professional's creative work. Not required when signed by a non-professional.
Fire sprinkler and underground fire line plans and specifications.	Since we require this work to be designed and built by a licensed contractor, this policy applies to them as well

PERMISSION FOR DUPLICATION OF PROFESSIONAL DOCUMENTS

DATE	PHONE	
PROPERTY OWNER		
ADDRESS		
CITY	STATE	ZIP

RE: Permission to Copy Professional Documents in the Possession of the City of Dublin

This letter serves as authorization of the City of Dublin to allow the duplication of the following professional documents by describing the property at:

_____ Dublin, California

For _____
(Requestor's Name)

- Architectural Plans
- Structural Engineering Plans
- Structural Calculations
- Soils Report
- Energy Plans & Calculations
- Mechanical Plans & Calculations
- Other _____

(Print)

(Signature)

Property Owner's Name: _____

Architect's Name: _____

Engineer's Name: _____

DECLARATION FOR DUPLICATION OF PROFESSIONAL DOCUMENTS

Requests for copies from the Building & Safety Division address files must be made in person. Signed/stamped plans and other similar documents need appropriate approvals before copying (see below).

The undersigned having requested the duplication of building plans in the possess of the City of Dublin for the property at _____ does hereby declare and acknowledge:

1. That the duplication of the plans shall be used for the maintenance, operation and use of the building.
2. That 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 professional 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 changes or uses made by state or local governmental agencies, are not authorized or approved by the licensed professional who originally signed the plans, specifications, reports or documents, provided that the professional service rendered by the professional who signed the plans, specifications, reports or documents was not also approximate cause of the damage.

I declare under penalty of perjury that the above is true and correct.

(Type or Print)

NAME		PHONE
ADDRESS		
CITY	STATE	ZIP
SIGNATURE		

NUMBER OF COPIES:	@	EACH
AMOUNT DUE: \$	PAID BY:	CASH: \$ CHECK: \$
RECEIVED BY:		