

Duplication Request Packet

1. Permit records are available for every property in San Clemente. Construction plans, however, might NOT be available, especially for homes built prior to 1990.
2. **Please come into the City office to use the self-help kiosk computer to research the property you are interested in. All records are available for public review.**
3. Office hours: M-Th 7:30am-5:30pm, Open alternate Fridays 8am -5pm.
4. Copies are available for a charge of \$.20/page. CD \$5.
5. Documents, such as construction plans, which are stamped by a professional, such as an Architect or Structural Engineer, are copyrighted and require the written permission of the professional of record.
6. This packet includes the documents necessary for the City to provide you with the copies of the plans we have on record:
 - a. Page 1) Signed by the professional of record
 - b. Page 2) Signed by the requestor
 - c. Page 3) Signed by the property owner/agent
7. The City can help you obtain the signature of the professional of record.
 - a. We will need Pages 2 and 3 of the packet signed
 - b. The identified record ID and page numbers for which you are requesting permission to duplicate
 - c. \$6.50 fee for the Request for Permission to be sent by USPS Certified Mail
 - d. This process will take a minimum of 30 days. The professional may request an additional 30 days.
 - e. If plans are on microfilm, the requestor will need to make arrangements with a bonded reprographics company for duplication. This will involve the pickup and return to and from City offices, as well as the production cost of copies. Because customers have had difficulty finding a reprographics company that handles microfilm, the City has decided to provide a known vendor's information. The customer is under no obligation to use this vendor if they can find or prefer another vendor to make the copies of the microfilm. MCO, 529 W. Rincon St, Corona, CA 92880, (951)898-2800



**City of San Clemente
Building Division**

APPLICATION FOR DUPLICATE OFFICAL COPY OF PLANS

I, the undersigned, do hereby request a duplicate of the official copy of the plans for the building or structure located at:

and do hereby declare under penalty of perjury under the laws of the State of California that:

- 1. The copy of the plans for which I have applied shall be used only for the maintenance, operation, and use of the building located at the address set forth in this application.**
- 2. I acknowledge that the drawings, plans, and calculations are instruments of professional service and are incomplete without the interpretation of the certified, licensed, or registered professional of record.**
- 3. I acknowledge that Subdivision (a) of Section 5536.25 of the Business and Professions Code states that a licensed architect who signs plans, specification, reports, or documents shall not be responsible for damages caused by subsequent changes to, or use of, those plans, specification, reports, or documents where the subsequent changes uses, including changes or uses made by state of local governmental agencies, are not authorized or approved by the licensed architect who originally signed the plans, specification, reports, or documents, provided that the architectural service rendered by the architect who signed the plans, specification, reports, or document was not also a proximate cause of damages.**
- 4. In consideration for the City's approval of this application, I do hereby agree to indemnify and hold harmless the City of San Clemente, its officers and employees from any and all claims, suits and liability which may arise due to my receipt of the copy of the official plan and any use to which my copy of the plan may be applied.**

Signed this _____ day of _____, 20__ at _____

Signature of Applicant

Typed or Printed Name of Applicant

Telephone

Address

City

State & Zip



**City of San Clemente
Building Division**

OWNER/AGENT AUTHORIZATION TO DUPLICATE

- I, the current owner or authorized agent for the owner, of the building or structure located at:

hereby give my permission to the CITY OF SAN CLEMENTE to copy or permit to be copied, the official copy of the plans for the above address.

- I, the agent for the board of directors or governing body of the association established to manage the common interest development, located at:

hereby give my permission to the CITY OF SAN CLEMENTE to copy or permit to be copied, the official copy of the plans for the above address.

Signed this ____ day of _____, 20__ at _____

Signature of Owner or Agent

Typed or Printed Name of Owner or Agent

Telephone

Address

City

State & Zip