



City of Costa Mesa Building Division

DUPLICATION OF BUILDING PLANS (PROCEDURE)

Whenever an individual requests to duplicate the official copy of the plans maintained by the Building Division, the following procedure must be followed in order to ensure compliance with the provisions of **Section 19851 of the Health and Safety Code** (Amended by Stats. 1988, c. 767, Section 2.)

1. The person requesting to duplicate the official copy of the plans shall complete an **AFFIDAVIT RE: PLAN DUPLICATION provided by the Building Division**. The form must be completed, notarized (as this is an affidavit), and returned to the Building Division by the applicant.
2. If the person requesting to duplicate the official copy of the plans is the original owner or current owner of the building or, the authorized agent of the board of directors or other governing body of the association established to manage the common interest development where the building is located, then such person shall be requested to complete an **AUTHORIZATION TO DUPLICATE OFFICIAL PLANS (Owner)**. However, if the person requesting to duplicate the official copy of the plans is not one of the aforementioned parties, then the City will request a **Record/Owner Guarantee** from a local title company. Upon receipt of the ownership information from the title company, the City will mail a form letter (**REQUEST FOR PERMISSION TO DUPLICATE OFFICIAL PLANS - OWNER**) REQUESTING PERMISSION FROM THE **Record/Owner** to duplicate the official plans. The form letter will be sent via registered mail, return receipt requested and shall include a blank copy of the **AUTHORIZATION TO DUPLICATE ORIGINAL PLANS (Owner)** and a self-addressed, stamped envelope deliverable to the City of Costa Mesa Building Division. Should the **Record/Owner** fail to respond or fail to consent to the City's request within thirty calendar days of the date of mailing, then the person requesting to duplicate the official copy of the plans shall be notified that the owner has denied permission to copy. Thereafter, the Building Division will take no further action on the request unless, and until, it receives an order from a proper court commanding the duplication of records.
3. The Building Division will mail the following items to the licensed, registered, or certified professional who prepared the original plans (or to his or her successors, if any):
 - A. A form letter entitled "**REQUEST FOR PERMISSION TO DUPLICATE OFFICIAL PLAN - SIGNER OF ORIGINAL DOCUMENTS**";
 - B. A copy of the completed **AFFIDAVIT RE: PLAN DUPLICATION**;
 - C. A self-addressed, stamped envelope deliverable to the City of Costa Mesa Building Division. The letter shall be sent by registered mail, return receipt requested to the most recent address of the licensed, registered, or certified professional available from the California State Board of Architectural Examiners. Should the professional who prepared the original plans fail to respond to the Building Division within 30 days of receipt of the request (or 60 days in the event of travel, sickness, or other extenuating circumstance), then the plans may be duplicated without his or her consent, subject only to confirmation of permission from the current property owner, original owner, or authorized agent of the common interest development. Moreover, should the professional who prepared the original plans refuse to give his or her permission for the duplication of the plans after receiving the signed affidavit and registered letter as herein above specified, then the plans may be duplicated without his or her consent, subject only to confirmation of permission from the current property owner, original owner, or authorized agent of the common interest development.

4. A log shall be maintained by the Plan Check Engineer for the purpose of coordinating the various filings, mailings, time-frame limitations, and responses as to each request for duplication of plans.
5. If you have questions concerning this procedure please contact the Building Division at (714) 754-5273.

(Authority: Section 19851 of the Health & Safety Code - Amended by Stats. 1988, c. 767, Section 2.)