



**City of Huntington Beach**  
Department of Planning & Building  
**REQUIRED AUTHORIZATION FOR COPIES OF PLANS**  
2000 Main Street, Huntington Beach, CA 92648  
Office: (714) 536 - 5241 Fax: (714) 374 - 1647

**REQUIRED AUTHORIZATIONS**

**Plans maintained by the Department may not be duplicated in whole or in part without:**

- A. The written permission of the certified, licensed or registered professional or his/her successor, if any, who signed the original document, ***and***
- B. The written permission of the original or current owner of the building or for interest development, with the written permission of the board of directors or governing body of the association established to manage the common interest development;  
***or***
- C. An order of a proper court.

**REQUIRED AFFIDAVIT**

**The person requesting to duplicate the official copy of the plans shall complete and sign an affidavit for the Department stating all of the following:**

- A. The copy of the plans shall only be used for the maintenance, operation and use of the building.
- B. The drawings are instruments of professional service and are incomplete without the interpretation of the certified, licensed, or registered professional of record.
- C. That Subdivision (a) of Section 5536.25 of the Business and Professional Codes states that the licensed architect/engineer who signed the plans, specifications, report, or documents shall not be responsible for damage caused by subsequent changes to, or use of, those plans, specifications, report, or documents shall not be responsible for damage caused by subsequent changes to, or use of, those plans, specification, report or documents where the subsequent changes or uses are not authorized or approved by the licensed architect/engineer.

**REQUIRED FEES TO OBTAIN COPIES OF PLANS**

**The following fees shall be paid for duplication of the plans:**

- A. Building plans that have not yet been imaged that are to be duplicated by other than City services will be released only to a Department authorized duplicating service. The person (s) requesting duplication shall pay the cost of duplicating the plans directly to the duplicating service.



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Plans (or Blueprints) used to construct any construction projects in the City of Huntington Beach are maintained on microfilm by the Department of Building and Safety. The microfilmed copies are available, upon request, to be viewed during business hours at the department's counter.

**Copying or duplication of plans is possible only when following criteria has been met:**

- A.** Plans that were prepared by a licensed architect or engineer cannot be duplicated without the written authorization of that licensed professional and the original or current owner of the building. Therefore, before plans can be duplicated, you will need to make proper contact with the licensed professional responsible for the drawings as well as the owner of the building and secure their written authorization to duplicate the plans. Attached is a set of 3 documents, which must be completed and returned to the Department of Building and Safety prior to our releasing the plans for duplication.

Plans, which were not prepared by a licensed architect/engineer, may be duplicated without completing the attached 3 release forms.

- B.** To duplicate plans, please complete a "Customer Request for Copies of Plans" form; which you can obtain on-line or from a Permit Technician. Select one of the below licensed bonded companies and submit the form to one of the Permit Technicians at the Building Counter. Upon submittal of the appropriate forms, we will e-mail the plans directly to the designated reprographic company. Please coordinate a pick up date and time for your building plan duplicates directly with the reprographics company.

<b>HB Digital Arts &amp; Blueprints, Inc.</b> 1615 Alabama St. Huntington Beach, Ca 92648 714.536.3939	<b>RCI Image Systems</b> 3848 Del Amo Blvd., Ste. 341 Torrance, CA 90503 310.370.5900
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Prior to contacting the vendor relative to the pick-up of the microfilm, you must have completed the necessary release forms and checked with the Department of Building and Safety regarding the availability of the microfilm for the particular address.



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**APPLICATION FOR DUPLICATE PLANS – APPLICANT**

I, the undersigned, do hereby request a duplicate of the official copy of the plans for the building or structure 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 the 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 Professional Code states that a licensed architect who signs plans, specifications, reports, or documents shall not be responsible for damages caused by subsequent changes to, or use of, those plans, specifications, reports or documents where the subsequent changes of uses, including change or uses made by the 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 damages.
4. In consideration for the City's approval of this application, I do hereby agree to indemnify and hold harmless the City of Huntington Beach from liability, which may due to my receipt of the copy of the official plan, and any use to which my copy of the plans may be applied.

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Signature of Applicant

Date

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Typed or Printed name of Applicant

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Address of Applicant

City

State

Zip



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**APPLICATION FOR DUPLICATE PLANS – OWNER VERIFICATION**

Building Owner: \_\_\_\_\_  
(Print)

Subject: ***Request to duplicate Official Copy of Building Plans***

Project Location: \_\_\_\_\_

In accordance with the provisions of Health and Safety Code Section 19851,

I  **DO**  **DO NOT:**

grant my permission to reproduce the plans for the project referenced.

\_\_\_\_\_  
**Signature of Owner**

\_\_\_\_\_  
**Print Name** **Date**

\_\_\_\_\_  
**Current Address** **City** **State** **Zip**

Please return this application to:

City of Huntington Beach  
Department of Building and Safety  
2000 Main Street, 3<sup>rd</sup> floor  
Huntington Beach, Ca 92648



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**APPLICATION FOR DUPLICATE PLANS – LICENSED ARCHITECT/ENGINEER**

I \_\_\_\_\_ am requesting plans for the structure  
(please print)  
located at \_\_\_\_\_, Huntington Beach, CA, to  
(please print)  
be duplicated and I understand and accept the following provisions:

- The copy of the plans shall only be used for the maintenance, operation and use of the building.
- The drawing are instruments of professional service and are incomplete without the interpretation of the certified, licensed, or registered professional of record.
- Section 5536.25 of the Building and Professional Code states that a licensed architect/engineer who signed the plans, specifications, reports, or documents shall not be responsible for damage caused by subsequent changes to, or use of, those plans, specifications, report, or documents where the subsequent changes are used, including change of uses made by state or local government agencies, are not authorized or approved by the licensed architect/engineer who originally signed the plans, specifications, report, or documents was not also proximate cause of the damage.

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**SIGNATURE** (wet signed please)

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**DATE**



(wet stamped & signature please)

