



Planning Department
Permit Service Center

REQUEST FOR DUPLICATION OF OFFICIAL PLANS

Official copies of plans maintained by the City of Berkeley provided for under Health And Safety Code Section 19851 are open for inspection only as public records in the Building and Safety Department. A customer may not duplicate or request a copy of plans in whole or in part unless one of the following has been obtained:

1. Written permission with signed wet stamp of certified, licensed or registered architect or engineer or his/her successor, if any, who signed the original documents **and** written permission of the original or current owner of the building;or
2. An order of a proper court.

I, _____ located at _____
Owner and/or Petitioner Street Address

_____ Phone Number _____ City/State/Zip

request or permit a copy of the documents for _____

Assessor's Parcel Number _____ be duplicated for use.

I have been made aware of the provisions listed herein:

1. That the copy of the plans shall only 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 5536.24 of the Business and Professional 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 the subsequent changes or uses, including changes or uses made by 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 damage.

I, _____ Signature of Petitioner and/or Owner _____ Date

*****ATTACH REQUIRED PERMISSION DOCUMENTS*****

For reproduction costs and time, contact:
East Bay Blue Print & Supply
 1745 14th Street
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 (510) 261-2990