



Plans (or Blueprints) used on construction projects in the City of Calabasas are maintained by the Building and Safety Division. Some of these plans (not all) are available, upon request, to be viewed during business hours at the Building and Safety Division public counter.

Copying or duplication of plans is possible only when the following guidelines are followed.

1. Plans that were prepared by a licensed architect or engineer cannot be duplicated without the written authorization of that licensed professional. Therefore, before the plan can be duplicated, you will need to make 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 three (3) documents which must be completed and returned to the Building and Safety Division prior to our releasing the plans for duplication.
2. Plans that were not prepared by a licensed architect or engineer may be duplicated without completing the attached release forms.

Prior to contacting the vendor relative to the copying of plans, you must have checked with the Building and Safety Division regarding the availability of the plans for the particular address and you must have completed the necessary release forms.



### 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 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, 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 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 damages.
- 4. In consideration for the City's approval of this application, I do hereby agree to indemnify and hold harmless the City of Calabasas from liability, which may arise due to my receipt of the copy of the official plan and any use to which my copy of the plans may be applied.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Typed or Printed name of Applicant

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip



**APPLICATION FOR DUPLICATE PLANS - PROFESSIONAL**

I, the undersigned certified, licensed, or registered Professional of Record who signed the plans for the building or structure located at the following address:

\_\_\_\_\_, hereby authorize the City of Calabasas to copy or permit the Official Copy of Plans for the above mentioned building or structure to be copied only with the following conditions:

1. The copy of the plans shall be used only for the maintenance, operation and or use of the building.
2. Per the provisions of subdivision (a) of Section 5536.25 of the Business and Professions Code, I shall not be held responsible for subsequent changes, which I have not authorized, to these plans, specifications, reports or documents, where the subsequent changes or uses, including changes or uses made by state or local governmental agencies are cause for damage, provided that the architectural service which I rendered, is not also a proximate cause of the damage.



\_\_\_\_\_  
**Signature of Professional**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Typed or Printed Name of Professional**

\_\_\_\_\_  
**Address**

(PROFESSIONAL SEAL)

\_\_\_\_\_  
**City**

\_\_\_\_\_  
**State**

\_\_\_\_\_  
**Zip**



**APPLICATION FOR DUPLICATE PLANS – OWNER**

\_\_\_\_\_, 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 Calabasas 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 Calabasas to copy or permit to be copied, the official copy of the plans for the above address.

\_\_\_\_\_  
Signature of Owner or Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Typed or Printed Name of Owner or Agent

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip