



City of Arcata Building Division

Building Division Submittal Form

Plan Retrieval Request

Page 1 of 3

Plans are public records and may be viewed at the Building Division. Plans are generally available for new commercial, industrial and multifamily projects. Plans approved prior to 1999 for single-family residences and multifamily projects and plans for plumbing, mechanical and electrical projects are generally not available.

Plans that are available are in storage. Engineering and other papers associated with the plans have been converted to optical images and stored electronically. These are available for viewing in our office. Plans are filed under address and all other documentation is filed under the number of the associated permit, assessor's parcel number or address.

Copies of plans can only be used for maintenance and operation of the structure. They are not to be used for design purposes. Pursuant to Health and Safety Code 19851 prior to obtaining copies of plans you must fill out and sign the attached affidavit. A \$30.00 refundable fee (check only) is required to process your request for plans. This fee will be refunded or used to pay for copies. All information on the attached form and affidavit must be completed before requests can be processed. Once all documentation is received we will begin retrieving the requested plans and/or documents. This process may take up to 10 working days. If plans are being requested to replace a lost job set for an active permit; plans may be produced for the permittee or owner without authorization.

Cost for copies of plans are *actual cost of copying charged out by Kinko's* for the each plan sheet requested, and *\$.10* for each page of letter size document requested.

DECLARATION IN SUPPORT OF REQUEST FOR COPY OF BUILDING PLANS
CALIFORNIA HEALTH AND SAFETY CODE SECTION 19851

I, _____ declare as follows:
(Name)

1. I made a request to duplicate plans, which you created for construction located at

_____ (Property address) _____ (Assessor's Parcel Number)

2. In connection with my use of these plans, I hereby state all of the following:

- a. **THAT THE COPY OF THE PLANS SHALL ONLY BE USED FOR THE MAINTENANCE, OPERATION, AND USE OF THE BUILDING.**
- b. That 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 Professions 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 declare under penalty of perjury that the foregoing is true and correct, and that this

Declaration was executed on _____ at _____, California.
(date) (city)

(Signature of declarant)