

Instructions for Building Plans Duplication Requests

PLEASE NOTE:

REQUESTED BUILDING PLANS MAY NOT BE AVAILABLE.

Staff will inform requestors of plan availability.

ONLY THE PROPERTY'S LEGAL OWNER(S) MAY AUTHORIZE/OBTAIN PLAN COPIES.

Without legal owner's authorization, plans may be viewed only.

TO REQUEST DUPLICATES OF BUILDING PLANS:

- 1) Review the building file at the City of Millbrae Community Development department and identify permits for plans needed.
- 2) Complete "Requestor Information for Building Plans Duplication" form
- 3) Return permits and completed form to staff.
- 4) Staff will notify requestor of plan availability (About 2 weeks).

IF PLANS ARE AVAILABLE AND REQUESTOR NEEDS TO HAVE COPIES MADE:

- 5) "Authorization for Building Plans Duplication" form must be completed with the notarized signature(s) of the property's legal owner(s).
- 6) Once staff receives completed form, staff will create a document imaging permit and collect applicable fees.
- 7) Most duplication requests will be available within 1 week of date submitted form and fees.



**City of Millbrae
Community Development Department
Building Division
621 Magnolia Avenue
Millbrae, CA 94030
(650) 259-2330**

Authorization for Building Plans Duplication

I, _____, as legal owner(s), request plans and / or specifications on record for
_____. I understand and will comply with the following:
(Address)

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 interpretation of he certified, licensed, or registered professional of record.
3. 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 or documents, that the specifications, reports, or documents was not also a proximate cause of the damage.

The undersigned does hereby acknowledge that he /she has read the foregoing statements, and does understand their meanings, and further acknowledges that the signature of the undersigned obligates him / her to adhere to the conditions as set forth in this document.

I hereby certify under penalty of perjury, under the laws of the State of California, that the foregoing is true and correct.

State of California

County of _____

Executed on the _____ Day of _____, 20__ at _____

_____, California

Legal Owner Signature

Legal Owner Signature

Subscribed and sworn to before me this _____ Day of _____, 20__.

Notary Public

(Notary Seal)

My Commission expires _____



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Community Development Department
Building Division
621 Magnolia Avenue
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(650) 259-2330**

Requestor Information for Building Plans Duplication

Requestor Name: _____ Date: _____

Address: _____ City _____

Zip: _____ Phone: _____ Alt. Phone: _____

Email: _____

Legal Owner Name: _____

Additional Legal Owner Name (s): _____

Site Address: _____

Building Permit Number(s) _____

Please indicate number of sets:

_____ Full size plans (24"x 36") _____ Half size plans (12" x 18") _____ Reduced (11" x 17")

_____ Letter size (8 ½ " x 11") _____ CD (PDF)

Delivery Options

____ Pick up at City Hall

____ Courier Service

____ Shipping Company (Account number required)

UPS Account Number _____

FedEx Account Number _____

Other _____

Shipping Information if not same as above:

Name _____

Street Address _____

City, State, Zip _____

Specify ship time (Next Day, Ground, etc.): _____