



**AFFIDAVIT Request for Duplication of Copyrighted Plans  
Development Services Department**

**130 Avram Avenue 2<sup>nd</sup> Floor Rohnert Park CA 94928  
Phone: (707) 588-2240 – Email: [building@rpcity.org](mailto:building@rpcity.org)**

**\*\*THIS DOCUMENT MUST BE NOTARIZED\*\***

|                               |
|-------------------------------|
| <b>For Official Use Only:</b> |
| Date Rec'd: .....             |
| Rec'd by: .....               |
| Expected Release date: .....  |

(Requestor's Name): .....

(Requestor's Address): .....

(Requestor's phone number): .....

On this [ ] day of [ ], 20[ ], do hereby request permission to duplicate plans, documents associated with:

(Project address) [ ] Rohnert Park, California.

Purpose for requesting copy of plans: maintenance, operation, and use of the building

|                                   |
|-----------------------------------|
| <b>For Official Use Only</b>      |
| Project Architect:<br>Name: _____ |
| Address: _____                    |
| Project Engineer:<br>Name: _____  |
| Address: _____                    |

This information is requested in conjunction with Sections 19850 and 19851 of the California Health and Safety Code relating to buildings as amended in Chapter 767 on September 9, 1988. The requestor hereby attests, under penalty of perjury, to the following:

- (c) (1) That the copy of the plans shall be used only for the maintenance, operation, and use of the building.
- (2) That the 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 5536.25 of the Business and Professionals 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 subsequent changes or uses, including uses made by State and 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.

The following paragraphs are copied from the above-mentioned chapter and provided to inform both the requestor and the professional.

- (f) The certified, licensed, or registered professional's refusal to permit duplication of the plans is unreasonable if, upon request from the building department, the professional:
  - (1) Fails to respond to the local building department within 30 days of receipt by the professional of the request. However, if the building department determines that professional is unavailable to respond within 30 days of receipt of the request due to serious illness, travel, or other extenuating circumstances, the time period shall be extended by the building department to allow the professional adequate time to respond, as determined to be appropriate to the individual circumstance, but not to exceed 60 days.
  - (2) Refuses to give his or her permission for the duplication of the plans after receiving the signed affidavit and registered letter specified in subdivisions (c) and (d).

[ ]

Signature of Requestor

[ ]

Date

**AUTHORIZATION OF AGENT TO ACT ON PROPERTY OWNER'S BEHALF**

I hereby authorize the requestor to obtain a copy of plans from the City of Rohnert Park under this Affidavit Request for Duplication of Copyrighted Plans.

(Name of Licensed Prof. \_\_\_\_\_)  
(Address of Licensed Prof.): \_\_\_\_\_ Tel No: \_\_\_\_\_

I declare under penalty of perjury that I am the property owner for the address listed above and I personally filled out the above information and certify its accuracy. Note: *A copy of the owner's driver's license, form notarization, or other verification acceptable to the department is required to be presented to verify the property owner's signature.*

Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Property Owner's Name: \_\_\_\_\_ Email: \_\_\_\_\_

**Informational Only**

In general, the homeowner or agent reviews archived plans and other building documents that have mostly been converted to digital files. If the homeowner or agent desires copies of plans, structural calculations or other documents that are marked with a design professional's seal or signature, the department follows the procedure outlined in the California Health and Safety Code Sections 19850 – 19853 to notify the design professional that a copy of his/her plans or structural calculations, etc. has been requested. Typically, the design professional has 30 days to respond to the request from the date of the letter (this time period can be extended in certain circumstances, for example, if the design professional is out of town or ill.) The plans are then released when either the design professional responds or the 30-day period is over but no longer than 60 days after submittal.

To obtain copies of professional drawings, calculations or other documents, our department follows the procedures detailed below:

If you are not the current owner, request permission from the property owner. See Authorization at the top of this page or submit written permission from the current owner.

Complete this Affidavit for Duplication of Copyrighted Plans and have it notarized.

Upon submittal of the above documents and required fee, the department will process the request and contact the requestor no longer than 60 days from submittal to arrange duplication of the official documents.

Once the property owner and licensed professional provide authorization to the City to furnish plans the City will have two business weeks from the date of receipt of the signed affidavit to provide official documents to the requestor.