

Plan Duplication Request

Updated 7/19/2024

Applicant may request the release of intellectually copyrighted documents from the design professional by completing this form. The Building Division will send the request to the last-known address of the design professional via certified mail. The recipient will have 30-days to respond to the request. If no response is received after 30-days, the Building Division may then release the documents to the requestor.

Submit the completed form to buildingdivision@dalycity.org.

Document Information	
Project Address:	
Project Description:	
Architect/Engineering Name:	Architect/Engineering License Number:
Company:	Permit Number:

Requestor Information	
Name:	Phone Number:
Company:	Email:
Address:	
Relation to Property:	
<input type="checkbox"/> Property Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Agent <input type="checkbox"/> Other: _____	

Declaration Under Penalty of Perjury	
<p>I am requesting a copy of the building plans for this property and to support this request, I declare as follows:</p> <ol style="list-style-type: none">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 5536.25 of the Business and Professional Code states that a licensed architect who signs and stamps plans, specifications, reports, or documents shall not be responsible for damage caused by subsequent changes or uses, including changes or uses made by state or local governmental agencies, are not authorized or approved in writing by the licensed architect who originally signed the plans, specifications, reports, or documents, provided that the written authorization or approval was not unreasonably withheld by the architect and the architectural service rendered by the architect who signed and stamped the plans, specifications, reports, or documents was not also a proximate cause of the damage. <p>I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.</p>	
Declarant Signature:	Date:

