

ANAHEIM



## BUILDING DIVISION

## REQUESTS FOR DUPLICATION OF BUILDING PLANS

Health and Safety Code Section 19851 requires that the City of Anaheim's Building Division follow certain procedures when requests for the duplication of building plans are made. To view the Health and Safety Code please visit <http://www.leginfo.ca.gov/>. We recommend that you follow the steps provided below to ensure that your request is completed in a timely manner.

**Step 1: Building Plan Selection**

- Visit the City of Anaheim's Building Division Counter and request to view the building plans file. The Building Division is located on the 1<sup>st</sup> Floor of City Hall East, 200 S. Anaheim Boulevard. Upon arrival, please use our automated sign-in system to obtain a ticket. Select "I need a ticket for service", then "Building Services," and finally "View Property Permits & Plans." Building Division counter staff will call you based upon your arrival time.
- Be sure to have the proper address information for the plans you wish to view. Note: Building Division Staff does not interpret plans. If you are unable to read and/or interpret the plans, then it is recommended that you consult the services of a licensed professional (architect, engineer, contractor, etc.).
- As you view the building plans, please obtain the names of the architect(s) and/or engineer(s) of record, as well as the necessary building plans' page numbers.
- Please inform our counter staff when you are done viewing the requested building plans. At that point, our counter staff will describe the Requests for Duplication of Building Plans process and provide you with a Duplication of Building Plans packet, which contains a [Duplication of Building Plans Request form](#) and a [Duplication of Building Plans Authorization form](#).

**Step 2: Obtaining Proper Authorization**

- Use the provided [Authorization form](#) to obtain written authorization granting permission to release plans for duplication from:
  - The current owner of the property; **and**
  - The architect and/or engineer of record. Authorization will need to be obtained for any/all certified professionals that have stamped the plans you wish to duplicate. Contact information for certified professionals can be obtained at the websites listed below.
    - Architects – [www.cab.ca.gov](http://www.cab.ca.gov)
    - Engineers - [www.dca.ca.gov](http://www.dca.ca.gov)
- If the professional in question is no longer working, obtain proof by sending a registered letter to the last known business address.
- Be prepared for this process to take an estimated 30 - 60 days to complete. California Law states that the design professional has 30 days to respond to this request, and that an additional 30 days may be granted due to extenuating circumstances as described in Health and Safety Code Section 19851(f)(1).

- Once you have acquired all the required authorization forms, you are now ready to submit your Duplication of Building Plans Request at the Building Division Counter.
- Please bring the following items with you when you visit our counter:
  - Completed [Duplication of Building Plans Request form](#)
  - Completed [Authorization forms](#) from the owner of record, **and** the architect(s) and/or engineer(s) of record.
  - Payment for processing fee.\*
    - The Building Division counter accepts checks, Visa, MasterCard, and ATM cards. Visa, MasterCard, and ATM cards are accepted for amounts up to \$2,000. Checks should be made out to the City of Anaheim.

**Step 3: Submittal of Duplication of Building Plans Request**

- Once you submit your request, it will be reviewed for completeness. If your request is approved you will be notified by a Building Permit Technician that you can proceed with your request. If your request is denied you will be notified by a Building Permit Technician of the reason for why you may not proceed.

**Step 4: Duplication of Plans**

Once permission to copy building plans is granted, you may choose from the following two duplication options:

- Option A: Purchase copies from a licensed bonded reprographics company.
  - You can hire a licensed bonded reprographics company to make the copies for you. Note: Building Division Staff cannot recommend a licensed bonded reprographics company to you. However, you may find a licensed bonded reprographics company of your choice via the phone book or yellowpages.com.
  - Process - Hire a licensed bonded reprographics company. Licensed bonded reprographics company will request building plans from the Building Division and make duplications. Please coordinate a pick up date and time for your building plan duplications directly with the licensed bonded reprographics company.
- Option B: Purchase a CD containing copies of the requested building plans.
  - You can purchase a CD containing a PDF version of the requested building plans from the Building Division Counter.\*
  - This process takes approximately 2-3 business days to complete.

\*To find the fee associated with this service, refer to our [Fee and Rate Schedule](#) at [www.anaheim.net/building](http://www.anaheim.net/building).