



Community Development Dept.
701 Laurel Street
Menlo Park, CA 94025
650.330.6704

REQUEST FOR DUPLICATION OF PLANS

The City of Menlo Park has received a request for permission to duplicate plans or documents that were originally prepared by your office.

Date: _____ Building Permit Number: _____

Owner: _____ Architect/Engineer: _____

Site Address: _____ Address: _____

City, State, Zip: _____ City, State, Zip: _____

Telephone Number: _____ Telephone Number: _____

To be filled out by the Requestor

Section 19851 of the Health & Safety Code of the State of California requires that the building department, prior to copying plans or documents prepared by a licensed, registered, or certified professional, must first attempt to contact the preparer for permission to copy the plans or documents. Failure to respond to this letter within 30 days will be treated as a consent for duplication of the plans.

I, _____, request copies for the official plans for the
(Requestor's Signature)

above-mentioned address. I understand and will comply with the following:

1. That the copy of the plans shall only be used 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 Professions Code** states that a licensed architect who signs plans, specifications, reports, or documents, shall not be responsible for damage caused by 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.

Please sign this request at the bottom of this form and return to the City of Menlo Park, Community Development Department, 701 Laurel Street, Menlo Park, California 94025, no later than 30 days from the date of this notice.

Signed: _____ License #: _____ Exp. Date: _____
(Certified Professional)

Date: _____