



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

Request For Duplication of Plans

Section 19851 of the State of California Health and Safety Code requires that the Building Division must obtain the written permission of the certified, licensed, or registered professional or his or her successor, if any, who signed the original documents and the written permission of the original or current owner of the building prior to the duplication of plans in part or whole. If the building is part of a common interest development, the written permission of the board of directors or governing body of the association established to manage the common interest is required.

Please provide the Building Division with the completed and signed Affidavit and fill out the requestor portion of the Request for Duplication of Plans form that are attached. The requestor is responsible for obtaining the signature of the original or current owner of the building. The Building Division will send by registered mail the Duplication of Plans form and a copy of the signed Affidavit to the certified, licensed, or registered professional who prepared the plans for their signature.

If the certified, licensed, or registered professional fails to respond to the Building Division within 30 days of receipt of the request, then the Building Division will determine the refusal to permit the duplication of the plans to be unreasonable. 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.