



**Building and Safety  
Permit Service Center**

To request a duplicate set of plans, submit a **Records Retrieval Request** form.

Building and Safety staff will determine if plan records are available. If plan records are available, an appointment will be scheduled to view the plans.

To obtain copies of plans, complete an **Application for Duplicate Plans** packet (Forms A, B, C, and D). Upon approval of an **Application for Duplicate Plans** packet, the City of Berkeley will provide digital copies of plans on a USB flash drive or CD, and/or send paper plans directly to an approved vendor on your behalf. The approved vendor will contact the you directly for payment and to arrange for pick-up of duplicate plans from their facility.

**Building and Safety**  
1947 Center St. 3<sup>rd</sup> floor  
Berkeley, CA 94704  
510-981-7440 TTY 6903  
[buildingandsafety@cityofberkeley.info](mailto:buildingandsafety@cityofberkeley.info)

# REQUIREMENTS TO OBTAIN COPIES OF PLANS

## Instructions

**Copying or duplication of plans is possible only when the following criteria have been met:**

### Application/Affidavit

The person requesting to duplicate the official copy of the plans shall complete and sign an Application/Affidavit (FORM A) stating all of the following:

1. The copy of the plans shall only be used for the maintenance, operation and use of the building.
2. 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 Codes indicates that the licensed architect or engineer who signed the 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 the subsequent changes or uses are not authorized or approved in writing by the licensed architect or engineer.

### Authorizations

Plans maintained by the Building and Safety Division may not be duplicated in whole or in part without:

1. The written permission (**complete a FORM B**) of the original or current owner of the building, or if the building is part of common development, the written permission of the board of directors or governing body of the association established to manage the common interest development; and
2. The written permission (**complete a FORM C**) of the certified, licensed or registered professional or his/her successor, if any, who signed the original document(s).
3. An order of a proper court (not a subpoena).

### Fees to Obtain Copies of Plans

- The person(s) requesting duplication shall pay the cost of duplicating the plans directly to the duplicating service. The costs for duplicating plans will vary.
- Please contact East Bay Blue Print and Supply Co. at 510.261.2990 for details. A Transmittal form may be used for this purpose (Form D).

## Form A

### Applicant

I, the undersigned, do hereby request a duplicate of the official copy of the plans for the building or structure at:

and do hereby declare under penalty of perjury under the laws of the State of California that:

1. The copy of the plans, for which I have applied, shall be used only for the maintenance, operation and the use of the building located at the address set forth in this application.
2. I acknowledge that the drawings, plans and calculations are instruments of professional service and are incomplete without the interpretation of the certified, licensed, or registered professional of record.
3. I acknowledge that subdivision (a) of Section 5536.25 of the Business and Professional Code states that a licensed architect who signs plans, specifications, reports, or documents shall not be responsible for damages caused by subsequent changes to, or use of, those plans, specifications, reports or documents where the subsequent changes of uses, including change or uses made by the 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 damages.
4. In consideration for the City's approval of this application, I do hereby agree to indemnify and hold harmless the City of Berkeley from liability, which may arise due to my receipt of the copy of the official plan, and any use to which my copy of the plans may be applied.

Name:

Address:

Email:

Signature:

Phone:

Date:

**Form B**

**Owner Permission**

Project Address:

Subject:

I have read and understand "Requirements to Obtain Copies of Plans "Form A."

I  do  do not grant my permission to reproduce the plans for the project referenced.

Owner Name:

Mailing Address:

City/ST/Zip:

Email:

Phone:

Signature:

Date:

**Return this form to:**

City of Berkeley Planning and Development Department, Building and Safety Division  
1947 Center Street 3rd Floor, Berkeley, CA 94704

**Form C**

**Licensed Architect/Engineer Permission**

Project Address:

Subject:

I have read and understand "Requirements to Obtain Copies of Plans "Form A."

I      do      do not      grant my permission to reproduce the plans for the project referenced.

Name:

License #:

Exp. Date:

Mailing Address:

City/ST/Zip:

Email:

Phone:

Signature:

Date:

**Return this form to:**

City of Berkeley Planning and Development Department, Building and Safety Division  
1947 Center Street 3rd Floor, Berkeley, CA 94704

**Form D**

**Transmittal**

**From: City of Berkeley**

Planning and Development Department  
Building and Safety Division  
1947 Center Street, 3rd Floor, Berkeley, CA 94704  
Phone: 510.981.7440, press 0  
Fax: 510.981.7450

**To: East Bay Blue Print**

1745 14<sup>th</sup> Avenue, Oakland, CA 94606  
Phone: 510.261.2990  
Fax: 510.261.6077  
Email: [ebbp@eastbayblueprint.com](mailto:ebbp@eastbayblueprint.com)  
Website: [www.EastBayBluePrint.com](http://www.EastBayBluePrint.com)

Please reproduce the attached documents for our client and contact the client directly to make arrangements for payment and pickup.

Project Address:

Permit #:

Copies Requested

All Enclosed

Sheets No:

Client Name:

Mailing Address:

Email:

Signature:

City/ST/Zip:

Phone:

Date: