

INFORMATION

BULLETIN

B-6

October 2018

View/Duplicate Building Records and Plans

CITY OF NATIONAL CITY – BUILDING DIVISION

1243 NATIONAL CITY BLVD. NATIONAL CITY, CA 91950

(619) 336-4210 – [building@nationalcityca.gov](mailto:building@nationalcityca.gov)

Building records and plans that the Building Division maintains are public records open to the public for viewing and reproduction. California Health and Safety Code 19851 requires that the City follow certain procedures when requests for the duplication of building plans are made.

## Applicant Information

Applicant(s) Name Address Phone City State Zip email

**Required**

## Property Information

Full Address City State Zip Assessor's Parcel Number (APN) Development Project / Subdivision Name / Phase: (if known) Approximate Year Built Permit # (if known)

### Type of Building

Single Family Residential Duplex Apartment Condominium Mix-Use Commercial (Specify) Other (Specify)

Building Records (mark the appropriate request)

View

Email

By submitting this request, I/we agree to pay the City of National City the appropriate rate at the time of receipt of copies by myself or my representative.

Original Building Permit (New Construction) Building Permit Applications Building Permit Inspection Cards Other

Certificate of Final Completion / Occupancy Plans

All plans are for **VIEW FIRST ONLY.** Duplication requires permission from the property owner and all design professionals and a

**processing duplication fee of $98.73** is due and payable at the time of request for duplication and submission of all required forms.

Do you own the subject property? Yes No Property owner's name Address City State Zip phone number email

***Currently property owner information may be available from the County Recorder's Office by telephone or in person at all Assessor's branch offices.***

### Signature Date

Required Required

Date

***STAFF USE ONLY***

Case #

Tag #

Other

Notes

# INSTRUCTIONS

Building records and plans that the City maintains are public records open to the public for viewing and reproduction. California Health and Safety Code 19851 requires that the City follow certain procedures when requests for duplication of building plans are made. The following are the steps to ensure that your request is completed in a timely manner.

### Request Records and/or Plans

1. Submit to the Building Division a completed “View/Duplicate Records and Plans” form. Include the street address, Assessor’s Parcel Number, permit number, type of documents requested (permit, inspection record, plans, etc.) and your contact information. Forms may be submitted by U.S. mail or electronic mail to the following:

### Attn: Building Permits/Research

Building Division, 1243 National City Blvd., National City, CA 91950 or

Email: [building@nationalcityca.gov](mailto:building@nationalcityca.gov)

1. Staff will determine if the records or plans are in our permanent archives. Please note, the City is not required to keep all plans.

For example:

* Section 19850 of the California Health and Safety Code specifically exempts a jurisdiction from retaining plans for single family homes that are less than three stories.
* We are not required to keep original paper copies or all permits issued by the City.
* Electrical and plumbing plans for single family homes may not be required and may not be available.

1. Staff will contact the applicant listed on the form within 10 days regarding the availability of the requested records or plans in our archives. Generally, staff will make every attempt to notify the applicant by the end of the next working day.
2. All requests for plans are for “view first only”. The City will NOT print any plans until permission is granted by the original or current property owner and any listed certified licensed registered professionals stamped on the plans, as required by California Health and Safety Code section 19851(a).

### View records and/or plans

1. Once notified by staff of the availability of records and/or plans, please visit the Building Division.
2. Documents will be available for viewing at our self-help computer terminal.
3. Plans cannot be traced or photographed.
4. Please note that City 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.)
5. If you request duplication of plans, please note the necessary building plans’ page numbers. This information will be required for duplication of any plans.
6. Please inform the Permit Technician when you are done viewing the requested building plans and all documents.

### Request Duplication of Records and/or Plans

1. Copies of permits can be made at a rate of $1.00 for the first page and $0.15 for each additional page.
2. Building plans are available for view first only. Plans are the property of the architect/building designer. A plan cannot be duplicated in whole or in part unless letters authorizing the duplication are submitted to the Building Division by both the original or current owner of the building and the architect/designer and for any/all certified professionals that have stamped the plans you wish to duplicate.
3. After viewing plans and to request a copy, please return the application to View/Duplicate Building Records and Plans (Form B-6) along with the Affidavit (Form B-7) to the Building Division. If you are the current property owner, please present proof of ownership (Grant Deed or current property tax receipt).
4. A non-refundable processing duplication fee of **$98.73** for plans is due and payable at the time of submission of all required forms. This fee covers the cost of processing the request and does not include the cost of duplication.
5. Be prepared for this process to take an estimated 30-60 days to complete. California Health & Safety Code Section 19851 states that a design professional has 30 days to respond to this request and an additional 30 days due to extenuating circumstances.
6. Once permission to copy building plans is granted, plans will be provided to you either by printed copies or electronically.

**Option A:** Printed copies of building plans are duplicated by a licensed bonded reprographics company at the actual cost of duplication. City staff will make all arrangements for duplication. Applicant will be responsible for payment and pickup with the reprographics company.

**Option B:** If information is available in a compatible format, you may bring a USB Flash Drive so that staff can upload the requested documents.

# 2007 NC Logo

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B-7

October 2018

# Affidavit

City of National City – Building division

1243 National City Blvd. National City, CA 91950

(619) 336-4210 – building@nationalcityca.gov

# Applicant Information

Applicant(s) Name Address Phone City State Zip email

**Required**

**I hereby request, in accordance with Sections 19850 and 19851 of the California Health and Safety Code, a duplicate of the official copy of:**

Building Plans Specifications and Calculations Reports Documents

**on file at the City of National City Building Division for**

Building address City State Zip

I affirm that I am aware of and understand the provisions of Section 19851 of the California Health and Safety Code which states:

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 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, 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.

Attested to by:

**Applicant Signature Date**



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B-8

October 2018

Permission to Duplicate Plans and/or Associated

Construction Documents

CITY OF NATIONAL CITY – BUILDING DIVISION

1243 NATIONAL CITY BLVD. NATIONAL CITY, CA 91950

(619) 336-4210 – [building@nationalcityca.gov](mailto:building@nationalcityca.gov)

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## Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Plan File No.

## To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## 

## 

## The Building Division of the City of National City has received a request for a duplicate copy of the official plans and/or associated construction documents required to be maintained in the City records according to section 19850 of the State of California Health and Safety Code.

## The request was made by:

## For the following documents:

PLANS REPORTS SPECIFICATIONS CALCULATIONS

OTHER DOCUMENTS (Specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## 

## On the property located at

## Our records indicate that you were the (or one of the) licensed, registered or certified professional(s) who signed the official copy of the plans.

## According to California Health and Safety Code section 19851, the official copy may not be duplicated without your written permission, which permission shall not be unreasonably withheld, and the written permission of the original or current owner, or 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 development, or by order of a proper court.

## To give permission please complete the enclosed “Declaration of Permission of Licensed, Registered or Certified Professional to Duplicate Official Copies of Building Plans” and return it to:

## City of National City

## Building Division

## 1243 National City Boulevard

## National City, Ca 91950

## The refusal to permit the duplication of the plans and/or associated construction documents is unreasonable if, upon request from the Building Division, you either:

## Fail to respond within 30 days of receipt of this request; or

## Refuse to give permission for the duplication of the plans after receiving the signed affidavit and registered or certified letter.

## If the Building Division determines that you are unavailable to respond within 30 days of receipt of this request due to serious illness, travel, or other extenuating circumstances, the time period shall be extended by the Building Division to allow you adequate time to respond, as determined to be appropriate to your circumstance, but not to exceed 60 days.

## If you wish to request an extension, please explain your reasons in a letter directed to the above address. Current State law allows making a duplicate of the official copy of the plans, specifications, reports and/or other documents if your refusal to grant permission is determined to be unreasonable.

## If you have any questions, please contact our office at 619-336-4210. Thank you for your cooperation.

## Sincerely,

## Luis Sainz

## Building Official

## Cc: Forms B-9 & B-1



Declaration of Permission of Licensed, Registered

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B-9

October 2018

or Certified Professional(s) to Duplicate Official

Copies of Building Plans

CITY OF NATIONAL CITY – BUILDING DIVISION

1243 NATIONAL CITY BLVD. NATIONAL CITY, CA 91950

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### City of National City Plan File No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Building Division

### 1243 National City Blvd.

### National City, CA 91950

### 619-336-4210

### I, \_\_\_\_\_\_

### Name of Professional

### \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Street Number Street Name

### \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ( ) \_\_\_\_\_\_\_\_\_ \_\_

### City State Zip Code Daytime Telephone No.

### I am the licensed, registered or certified professional, or legal successor of the licensed, registered or certified professional who signed the official copy of building plans filed under the above-designated Plan File Number in the Building Inspection Department for the Building located at:

### Building \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Address Street Number Street Name

### 

### \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### City State Zip Code

### I hereby grant permission for the City to make and deliver a duplicate of the official copy of the plans, specifications and calculations, reports and documents in the above specified Plan File as requested by:

### \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Name of Applicant

### \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Street Address of Applicant

### \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### City State Zip Code

### This Permission is granted pursuant to sections 19850 through 19852 of the State of California Health and Safety Code. I declare under penalty of perjury that the foregoing is true and correct, and that this declaration was executed on:

### \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ At \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Date Place

### \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Print Name of Professional Signature

### \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Witnessed by



INFORMATION

BULLETIN

B-10

October 2018

Declaration of Original or Current Owner of Building

to Duplicate Official Copies of Building Plans

CITY OF NATIONAL CITY – BUILDING DIVISION

1243 NATIONAL CITY BLVD. NATIONAL CITY, CA 91950

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### City of National City Plan File No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Building Division

### 1243 National City Blvd.

### National City, CA 91950

### 619-336-4210

### \_\_\_\_\_\_

### Name of Owner

### \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Street Number Street Name

### \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ( ) \_\_\_\_\_\_\_\_\_ \_\_

### City State Zip Code Daytime Telephone No.

### I am the (original/current) owner of the building(s) or structure(s) located at:

### Building \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Address Street Number Street Name

### 

### \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### City State Zip Code

### I hereby grant permission for the City to make and deliver a duplicate of the official copy of the plans, specifications and calculations, reports and documents in the above specified Plan File as requested by:

### \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Name of Applicant

### \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Street Address of Applicant

### \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### City State Zip Code

### This Permission is granted pursuant to sections 19850 through 19852 of the State of California Health and Safety Code. I declare under penalty of perjury that the foregoing is true and correct, and that this declaration was executed on:

### \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ At \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Date Place

### \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Print Name of Professional Signature

### \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Witnessed by