



City of Imperial Beach, California

COMMUNITY DEVELOPMENT DEPARTMENT - BUILDING DIVISION

825 Imperial Beach Blvd., Imperial Beach, CA 91932 Tel: (619) 628-1357/0882 Fax: (619) 424-4093

VIEW / DUPLICATE BUILDING PLANS - INSTRUCTIONS

Building 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 the duplication of building plans are made. The following are the steps to ensure that your request is completed in a timely manner.

Request Building Plans

1. Submit to the Building Division a completed "View / Duplicate Building Plans" application. Include the street address Assessor's Parcel Number, permit number, and your contact information. Applications may be submitted by mail, in person or by electronic mail to the following:

Address: City of Imperial Beach, Attn: Building Division, 825 Imperial Beach Boulevard, Imperial Beach, CA 91932

Email: swagner@imperialbeachca.gov

2. Staff will determine if the plans are in our permanent archives. Please note, the City is not required to keep all plans.
3. Staff will contact the applicant listed on the form within 10 days regarding the availability of the requested plans in our archives.
4. All requests for plans are for "view first only". The City will NOT print any plans until permission is granted by the current property owner and any listed certified licensed registered professionals stamped on the plans.

View Plans

1. Once notified by staff of the availability of plans, please visit the Community Development Counter for viewing.
2. For plans that are stored off-site, you will have 10 working days from the date of notification to view the plans. The plans will be returned to their original location after 10 working days unless staff has approved an extension of this timeframe.
3. Documents will be brought to the Community Development Counter for viewing.
4. Documents cannot be removed from the Community Development Department nor can plans be traced or photographed.
5. 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.).
6. If you will request duplication of plans, please note the necessary building plans' page numbers. This information will be required for duplication of any plans.
7. Please inform Community Development Staff when you are done viewing the requested building plans.

Request Duplication of Plans

1. 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 owner of the building and the architect/designer and for any/all certified professionals that have stamped the plans you wish to duplicate.
2. After viewing plans and to request a copy, please return the application to View/Duplicate Building Plans along with the Affidavit to Staff at the Community Development Counter. If you are the current property owner, please present proof of ownership (Grant Deed or current property tax receipt) and submit the Declaration of the Original or Current Building Owner.
3. 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.
4. 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 pick up with the reprographics company.
 - Option B:** If information is available in a compatible format, a digital download link will be emailed to you containing a PDF version of the requested building plans. This process takes approximately 2-3 business days to complete. If requested, other digital reproductions may be available at an additional cost.



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VIEW / DUPLICATE BUILDING PLANS

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Applicant Information

Applicant(s) Name _____
Address _____ Phone _____
City _____ State _____ Zip _____ Email _____
Required

Property Information

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

Type of Building

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

Building Plans (mark the appropriate request) View Digital Duplication Hard-Copy Duplication

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

The City of Imperial Beach is required to obtain the permission of the current property owner for the duplication of plans associated with their property. If the property is part of a Homeowner's Association or other common interest development, the contact details for the board of directors or other governing body of the association shall be provided.

Do you own the subject property? Yes No

Property Owner's Name: _____
Address: _____ City _____ State _____ Zip Code _____
Phone Number: _____ Email: _____

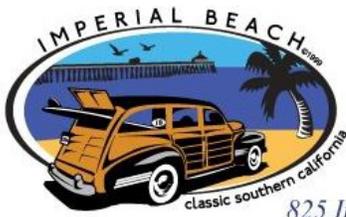
Current property owner information may be available from the County Recorder's Office by telephone or in person at all Assessor's branch offices.

Signature _____ Date _____

Staff Use Only

Date Received: _____

Notes:



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AFFIDAVIT

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 on file in the City of Imperial Beach Community Development Department 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 5536.24 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