



**City of West Hollywood**  
**Office of the City Clerk**  
 8300 Santa Monica Boulevard  
 West Hollywood, CA 90069-4314  
 (323) 848-6400 Fax: (323) 848 6563

(for internal use only)

**Request for the Duplication of Plans And Affidavit**

(California Health and Safety Code §19851)

I am herewith requesting copies of plans for property located at the address stated below:

\_\_\_\_\_

Check one:

I am the current owner of this property       I am not the current owner of this property

If you are not the current owner of this property, state your interest in the property and your reason for seeking copies of the plans:

\_\_\_\_\_  
 \_\_\_\_\_

It is necessary for the City to secure the written consent of the current owner of the building and the certified, licensed or registered professional (or his or her successor) who created these plans to duplicate the plans.

I have read and understand the following:

- The copy of the plans shall only be used for the maintenance, operation, and use of the building.
- The drawings are instruments of professional service and are incomplete without the interpretation of the certified, licensed, or registered professional of record.
- 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 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.

Copies of this affidavit will be mailed to the professional who created the plans you wish duplicated along with a request to duplicate those plans.

**DECLARATION**

I declare under penalty of perjury under the laws of the State of California that I have read and understand the statements outlined above. I further understand that the City shall not produce copies of plans if permission is reasonably withheld by the owner and/or professional in the time prescribed by state law (usually thirty days from receipt of the notice). I also understand that I will be responsible for the cost of duplication.

REQUESTOR'S SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

NAME PRINTED: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_

DAYTIME TELEPHONE: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_