



**City of Sonoma**  
Building Department

#1 The Plaza  
Sonoma, CA 95476  
Phone: (707) 938-3681  
Fax: (707) 938-8775

**AFFIDAVIT REQUESTING COPIES OF PLANS**

(Pursuant to California Health and Safety Code Section 19851 – 19853)

Pursuant to Section 19851 of the California Health & Safety Code, official copies of plans on file with the Building Department may not be duplicated without requesting written permission from the certified, licensed, or registered professional, if any, who signed the plans and the current or original building owner. Permission to copy plans may not be unreasonably withheld.

I, \_\_\_\_\_ hereby request duplicate copies of certain building plans on file with the City of Sonoma Building Department for:

Permit Number(s): \_\_\_\_\_

Located at: \_\_\_\_\_  
(Address of plans)

I, agree:

1. That the copy of the plans shall only be used for the maintenance, operation, and use of the building.
2. That 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 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 government agencies, are not authorized or approved in writing by the licensed architect who originally signed the plans, specifications, reports, or documents, provided that the written authorization or approval was not unreasonably withheld by the architect and the architectural service rendered by the architect who signed and stamped the plans, specifications, reports, or documents was not also a proximate cause of the damage.

- If available, please provide electronic copies in TIFF or PDF format on a CD or by email; or
- Please provide me with printed copies of plans on 11" x 17" paper or the original page size if original page is smaller than 11" x 17".

I am requesting:

- All plan sheets and documentation; or
- Specified plans and documentation listed below (*attach additional sheets if necessary*):

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Check one:

- I declare under penalty of perjury that I am the current or original owner of the building for which plans are being requested and do hereby give permission to duplicate the plans and documentation.
- I declare under penalty of perjury that I represent the board of directors or governing body of the association established to manage the common interest development in which the building exists and do hereby give permission to duplicate the plans and documentation.
- I am NOT the current or original owner of the building for which plans are being requested (Owner's written permission required.).

Person Requesting Copies:

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

*Pursuant to Section 19851(e) of the California Health & Safety Code, the Sonoma City Council has established fees to be paid by any person who requests the building department to duplicate the official copy of any plans pursuant to this section, in an amount which it determines is reasonably necessary to cover the costs of the building department pursuant to this section. Building department staff will calculate the fee and request payment prior duplicating the requested plans.*

<b>FOR BUILDING DEPARTMENT USE ONLY</b>			
Owner Permission - Date Sent: _____	Date Received: _____		
Professional Permission - Date Sent: _____	Date Received: _____		
Date Plans Released: _____			
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Plan Duplication Time: <i>(Actual Time)</i>	_____ Hours	X _____ Rate	= _____ Admin. Total
Certified Mail Costs <i>(Actual Cost)</i> .....	_____		
CD or other Media <i>(Actual Cost)</i> .....	_____		
Paper Copies .....	_____ Copies	X _____ Rate	= _____ Copies Total
<b>TOTAL FEE</b>			_____