



Office of the City Clerk
411 East Kern, Tulare, CA 93274
559.684.4200 | www.tulare.ca.gov

REQUEST FOR INSPECTION/DUPLICATION OF BUILDING PLANS

Step 1. Verify Building Plans Exist

Contact the City Clerk's Office to find out if the plans you would like are available. Requests are submitted to the City Clerk's Office by phone at (559) 684-4200, in person, or online:

411 E. Kern Avenue 2nd floor
Tulare, CA 93274
<https://www.tulare.ca.gov/recordsrequest>

Please provide your name, address, phone number, and email. You will be notified within 10 days of receipt of your request whether the City has records responsive to your request or not. Once confirmed records are available, proceed to Step 2 or 3 based on whether you would like to inspect or duplicate records.

Step 2. Inspection of Plans

Once the City has confirmed there are records on file, visit the Permit Center located on the first floor of City Hall, 411 E. Kern Ave., Tulare, to inspect the records. This service is only available on **Tuesdays and Thursdays from 8 a.m.-10 a.m.** When inspecting records, make a note of the Architect/Engineer/Professional that created the plans if you plan on obtaining copies. Taking photos or duplicating plans in any way when you inspect them is prohibited.

Step 3. Obtain Authorization to Copy Plans

Use the provided documents to obtain written authorization granting permission to release plans for duplication from both of the following parties:

1. The current owner of the property. The property owner must fill out the form titled "Owner Authorization to Copy Building Plans."
2. The architect and/or engineer/design professional, if any are listed, that have stamped the official copies of the plans. You must notify the design professional in writing via certified mail by sending a copy of the Affidavit Requesting Duplication of Building Plans (filled out by you, the requestor) **and** the Registered Professional Authorization to Copy Building Plans form. The professional has up to 30 days to respond. Information for certified professionals can be obtained from the websites listed below:
 - o Architects: www.cab.ca.gov
 - o Engineers: www.dca.ca.gov

Step 4. Be prepared for the authorization process to take an estimated 30 to 60 days to complete. California State Law states that the design professional has 30 days to respond to this request, and that an additional 30 days may be granted due to extenuating circumstances as described in Health and Safety Code Section 19851(f)(1).

Step 5. Completed authorization forms are provided to the City Clerk's Office in person at the address stated above or email them to cityclerk@tulare.ca.gov for review of accuracy and completeness. If your request is approved, you will receive the records via email. You may elect to receive hard copies (provided on 8.5" x 11") for a fee of \$0.10 per page for black and white copies and \$0.25 per page for color copies.



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AFFIDAVIT REQUESTING DUPLICATION OF BUILDING PLANS

Requestor Information

Name:	Company Name:
Address:	City, State, Zip Code:
Contact Phone #:	Date:

Description of Plans Requested

Declaration

I, _____ (print name), hereby request duplication of the official plans for address _____

and acknowledge and declare the following:

1. The copy of the plans shall only be used for the maintenance, operation, and use of the building.
2. I understand that drawings are instruments of professional service and are incomplete without the interpretation of the certified, licensed, or registered professional of record.
3. Pursuant to Section 5536.25(a) of the Business and Professions Code, the licensed architect who signed the plans, specifications, reports, or documents shall not be held responsible for damage caused by subsequent changes or uses, including changes or uses made by state or local government 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.
4. This declaration is submitted for the sole purpose of obtaining the architect/engineer authorization to obtain a copy of the plans for the building described above.
5. I have read and understand all the above and agree to comply with all restrictions placed upon my use of the building plans.

Signature: _____

Date: _____



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OWNER AUTHORIZATION TO COPY BUILDING PLANS

Pursuant to Health and Safety Code Section 19851, the official building plans maintained by the building department of the City of Tulare can be inspected on the premises of the Building Department and may not be duplicated except with the permission from the original or current owner of the building and certified, licensed, or registered professional or their successor who signed the original documents. Please sign below indicating your permission for the City of Tulare to provide copies to the applicant within 30 days of receipt of this form.

ADDRESS OF REQUESTED BUILDING/STRUCTURE PLANS:

I DECLARE THAT I AM:

- The current owner or authorized agent of the owner.
- The authorized representative for the board of directors or governing body of the association or entity established to manage the common interest development.

AUTHORIZATION OR REFUSAL OF OWNER

- I authorize the City of Tulare to duplicate or permit the duplication of the official copy of plans for the above-mentioned building or structure pursuant to the plan duplication request. Further, a facsimile of my signature may be used for the limited purpose set forth herein
- I do not authorize the City of Tulare to duplicate or permit the duplication of the official copy of plans for the above-mentioned building or structure pursuant to the plan duplication request. Further, a facsimile of my signature may be used for the limited purpose set forth herein.

Signature:		Date:
Name:		
Address:		
City:	State:	Zip:
Phone:	Email:	

Please return this form to:

Name: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____



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REGISTERED PROFESSIONAL AUTHORIZATION TO COPY BUILDING PLANS

Pursuant to Health and Safety Code Section 19851, official building plans may be inspected but not duplicated except with the permission from the original or current owner of the building and certified, licensed or registered professional or his/her successor who signed the original documents. Please sign below indicating your permission for the City of Tulare to provide copies to the applicant within 30 days.

ADDRESS OF REQUESTED BUILDING/STRUCTURE PLANS:

I, the undersigned, declare that I am the certified, licensed or registered Professional of Record or his/her successor who signed the original plans/documents for the above-described building or structure. I hereby authorize the City of Tulare to duplicate or permit the duplication of the official copy of plans only under the following conditions:

1. The duplication of the plans shall be used only for the maintenance, operation, and/or 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. Per subdivision (a) of Section 5536.25 of the Business and Professions Code states, I 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.

Signed Date:	Signature:		
PROFESSIONAL SEAL	Name:		
	Address:		
	City:	State:	Zip:
	Phone:	Email:	

Please return within 30 days of receipt to:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____



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CA Health & Safety Code Section 19851

- (a) The official copy of the plans maintained by the building department of the city or county provided for under Section 19850 shall be open for inspection only on the premises of the building department as a public record. The copy may not be duplicated in whole or in part except (1) with the written permission, which permission shall not be unreasonably withheld as specified in subdivision (f), of the certified, licensed or registered professional or his or her successor, if any, who signed the original documents and the written permission of the original or current owner of the building, or, if the building is part of a common interest development, with the written permission of the board of directors or governing body of the association established to manage the common interest development, or (2) by order of a proper court or upon the request of any state agency.
- (b) Any building department of a city or county, which is requested to duplicate the official copy of the plans maintained by the building department, shall request written permission to do so from the certified, licensed, or registered professional, or his or her successor, if any, who signed the original documents and from (1) the original or current owner of the building or (2), if the building is part of a common interest development, from the board of directors or other governing body of the association established to manage the common interest development.
- (c) The building department shall also furnish the form of an affidavit to be completed and signed by the person requesting to duplicate the official copy of the plans, which contains provisions stating all of the following:
 - (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 Professions Code states that 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.
- (d) The request by the building department to a licensed, registered, or certified professional may be made by the building department sending a registered or certified letter to the licensed, registered, or certified professional requesting his or her permission to duplicate the official copy of the plans and sending with the registered or certified letter, a copy of the affidavit furnished by the building department which has been completed and signed by the person requesting to duplicate the official copy of the plans. The registered or certified letters shall be sent by the building department to the most recent address of the licensed, registered, or certified professional available from the California State Board of Architectural Examiners.
- (e) The governing body of the city or county may establish a fee to be paid by any person who requests the building department of the city or county 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.
- (f) The certified, licensed, or registered professional's refusal to permit the duplication of the plans is unreasonable if, upon request from the building department, the professional does either of the following:
 - (1) Fails to respond to the local building department within 30 days of receipt by the professional of the request. However, if the building department determines that professional is unavailable to respond within 30 days of receipt of the request due to serious illness, travel, or other extenuating circumstances, the time period shall be extended by the building department to allow the professional adequate time to respond, as determined to be appropriate to the individual circumstance, but not to exceed 60 days.
 - (2) Refuses to give his or her permission for the duplication of the plans after receiving the signed affidavit and registered or certified letter specified in subdivisions (c) and (d).



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Inspection of Records

I, _____, acknowledge that I have been granted access to inspect these building/structure plans under the following conditions:

1. No Duplication or Photography

I agree that I will not duplicate, copy, scan, or take photographs of any documents or plans I inspect.

2. Compliance with Laws

I understand that all building plans and related documents are subject to legal protections under Health & Safety Code Section 19851, and I agree to abide by the applicable laws.

3. Limited Use

I acknowledge that my inspection of these documents is strictly for authorized purposes and that I will not use the information obtained for any unauthorized or competitive advantage.

By signing below, I confirm that I have read, understood, and agreed to the terms outlined above.

Name

Representative Name

Signature

Representative Signature

Date

Date