



City of Kingsburg

1401 Draper Street, Kingsburg, CA 93631-1908
(559) 897-5328

Holly Owen
Community Development
Director

AJ O'Connell
Building Official

Alexander J. Henderson
City Manager

REQUEST FOR DOCUMENTS OR DUPLICATION OF PLANS

In order to assist you in the correct selection of documents, please describe with as much detail as possible the nature of your request. Please type or print clearly:

Name of Person Making Request: _____ Phone: _____

Mailing Address: _____ City: _____ State: _____ ZIP: _____

Email Address: _____

Document or Information Requested:

Property Address: _____ APN: _____

Related Permit/Project No.: _____

Additional Comments:

Does this request include duplication of Building Plans? YES NO

If duplication of Building Plans is requested, an *Affidavit for Duplication of Building Plans* must be attached. Duplication of Building Plans requires the consent of the owner and the architect or engineer-of-record unless a subpoena or court order is submitted.

Document Format Preferred: TIFF/PDF by Email TIFF/PDF on CD
 Paper Copies (Fees apply as noted below)
 No Copies – Will View Documents at Office

The Department has ten (10) days to determine the practicability of the request pursuant to Section 6256© of the Public Records Act, or to determine if the requested record is exempt, pursuant to Section 6254 of the said act. Reproduction costs for documents will be charged at the rate for a Private Vendor chosen by the Department.

For Office Use Only

Date Submitted: _____ Department Contact: _____

Documents Approved for Reproduction by: _____ Date: _____

Comments: _____

Requesting Party Notified on: _____ Date of Final Action: _____

Reproduction Fee: _____ Invoice No: _____ Receipt Number: _____



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AFFIDAVIT FOR DUPLICATION OF BUILDING PLANS

Duplication of Building Plans requires the consent of the owner and the Architect or Engineer-of-Record unless a subpoena or court order is submitted. This Affidavit is required pursuant to Health and Safety Code Section 19851 and will be submitted along with the attestation of the owner and Design Professional's consent. Please type or print clearly:

Name of Person Making Request: _____ Phone: _____
Mailing Address: _____ City: _____ State: _____ ZIP: _____
Email Address: _____

Description of Plans Requested:

Property Address: _____ APN: _____
Related Permit/Project No.: _____

Purpose for which the Plans will be used:

DECLARATION

I, the undersigned _____ (print name) do acknowledge and declare as follows:

- 1) That drawings are instruments of professional service and are incomplete without the interpretation of the certified, licensed, or registered professional of record.
- 2) That I am (we are) aware that subdivision (a) of Section 5536.25 of the Business and Professions Code states that a licensed architect that 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.
- 3) That the copy of the plans shall only be used for the maintenance, operation, and use of the building.

Signature of Declarant

Date