



Request for Permission to Copy Plans

(Must be submitted by OWNER to architect/engineer with Affidavit – Request for Duplication of Plans form)

Architect/Engineer: _____

Address: _____

Site Address: _____

Date: _____

The City of Santa Rosa has received a request for permission to duplicate plans or documents that were originally prepared by your office.

Section 19851 of the Health and Safety Code of the State of California requires that building departments prior to copying plans or documents prepared by a licensed, registered or certified professional must first attempt to contact the preparer for permission to copy the plans or documents. Failure to respond to this letter within 30 days will constitute an approval on your part for authorization to copy the plans or documents.

Attached to this request is the required disclaimer signed by the present owner of the property who is the party requesting copies of the plans or documents.

Please sign this request at the bottom of this form and return with the Affidavit – Request for Duplication of Plans to:

City of Santa Rosa
Building and Code Compliance
100 Santa Rosa Avenue, Room 3
Santa Rosa, CA 95404

You may also fax it to (707) 543-3219. Complete submittal of documents is required to process your request.

Name: _____ Date: _____

Community Development – Building and Code Compliance
100 Santa Rosa Avenue – Room 3 • Santa Rosa, CA 95404
Phone (707) 543-3200 • Fax (707) 543-3219
www.srcity.org