



PLAN DUPLICATION AFFIDAVIT

City of Larkspur Building Department
400 Magnolia Ave.
Larkspur, CA 94939
(415) 927-5038

OFFICE USE ONLY
DATE RECEIVED: _____ BY: _____

APPLICANT/REQUESTOR INFORMATION:

Name: _____
Address: _____ City/State/Zip: _____
Phone Number: _____ Email: _____

PROPERTY INFORMATION

I hereby request duplication of the plans for the below listed project which are on file with the Building Department of the City of Larkspur.

Building Address: _____ APN: _____
Other reference information: _____
Licensed Professional Name: _____
License #: _____ Expiration: _____
Address: _____ City/State/Zip: _____
Phone Number: _____ Email: _____

I affirm that I am aware of and understand the provisions of Section 19851 of the California Health and Safety Code which states:

- (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. 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 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 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.
- (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 subdivision (c) and (d).

Attested to by:

APPLICANT SIGNATURE PRINT NAME DATE

Acknowledged by:

PROFESSIONAL'S SIGNATURE PRINT NAME DATE