



REQUESTS FOR DUPLICATION OF BUILDING PLANS

Health and Safety Code Section 19851 requires that building departments follow specific guidelines and procedures when requests are received for the duplication of building plans retained on file for construction projects. To view the Health and Safety code:

http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=HSC§ionNum=19851

A database of plans is available for viewing during regular business hours at the Building & Safety Division counter.

Copying or duplication is only possible when the following guidelines are followed:

Step 1: Building Plan Selection

- Visit the City of Riverside Building & Safety Division One Stop Shop and request to view the building plans file. The City of Riverside Building & Safety Division is located on the 3rd Floor of City Hall, 3900 Main Street. Upon arrival, proceed to the Welcome Desk to be placed in the queue and inform the Customer Service staff that you are here to view Property Building Plans. The City of Riverside Building & Safety Division counter staff will call you based upon your arrival time in the queuing system.
- Be sure to have the proper address information for the plans you wish to view. Note: Building & Safety Division Staff does not interpret plans. If you are unable to read and/or interpret the plans, it is recommended that you consult the services of a licensed professional (architect, engineer, contractor, etc.).
- As you view the building plans, please obtain the names of the architect(s) and/or engineer(s) of record, as well as any specific building plan page numbers.
- Please inform our counter staff when you are done viewing the requested building plans. At that point, our counter staff will describe the Requests for Duplication of Building Plans process and provide you with a Duplication of Building Plans packet, which contains a Duplication of Building Plans Request form and a Duplication of Building Plans Authorization form.

Step 2: Obtaining Proper Authorization

- Use the provided Duplication of Building Plans Authorization form to obtain written authorization granting permission to release plans for duplication from:
 1. The current owner of the property; **and**
 2. The architect and/or engineer of record. Authorization will need to be obtained for any/all certified professionals that have stamped the plans you wish to duplicate. Contact information for certified professionals can be obtained at the websites listed below.

Architects – www.cab.ca.gov

Engineers - www.dca.ca.gov

- You must notify the design professional(s) of record in writing by sending a copy of the Duplication of Building Plans Affidavit **and** the Duplication of Plans Authorization form via certified mail to the current or last known address.
- Be prepared for the process to take an estimated 30 - 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).
- Once you have acquired the required completed Duplication of Building Plans Authorization forms, you are now ready to submit your Duplication of Building Plans Affidavit along with the authorization forms to the Building & Safety Division Counter.
- Please bring the following items with you when you visit our counter:
 - Completed Duplication of Building Plans Affidavit form
 - Completed Duplication of Building Plans Authorization forms from the owner of record, and the architect(s) and/or engineer(s) of record.

Step 3: Submittal of Duplication of Building Plans Request

- Once you submit your request, it will be reviewed for accuracy and completeness. If your request is approved, you will be notified by a Building Permit Technician that you can proceed with your request. If your request is denied, you will be notified by a Building Permit Technician of the reason why you may not proceed.

Step 4: Duplication of Plans

Once permission to copy building plans is granted, duplication of plans from the electronic database requires specialized equipment and printing by a reprographics company. The City of Riverside has authorized the following vendor to pick-up the plans from the Building & Safety Division for the purpose of duplication. You will deal directly with the vendor as to the payment for their service.

DMC
1499 Pomona Road, Unit C
Corona CA 92882
Phone (951) 898 2800

Prior to contacting the vendor to duplicate the plans, you must have completed the necessary release forms and checked with the Building & Safety Division regarding the availability of the plans for the particular address.