

REQUESTS FOR DUPLICATION OF BUILDING PLANS

Official building plans that are maintained by the Building Department shall be open for inspection at City Hall.

If the City receives a request to duplicate plans, the following guidelines must be followed pursuant to [California Health & Safety Code 19851](#). (Click on hyperlink to view H & S Code).

INSTRUCTIONS FOR REQUESTER: Select Building Plans

- Visit the City of Lake Forest's records kiosk to view the building plans at City Hall, 100 Civic Center Drive, Lake Forest. Upon arrival, proceed to the City Clerk Department's front counter (on the left) and City staff will assist you in logging in to the kiosk.
- Be sure to have the property address for the plans you wish to view. As you view the building plans, please obtain the names of the architect/engineer by reviewing the Professional of Record stamps on the plans and notate the page numbers you would like copies of.
- Please complete **Form 1 – Requester Affidavit** and submit to Jennifer Weiss, Records Coordinator. City staff will send a copy of the signed affidavit to the property owner/architect and engineer, requesting permission to duplicate the plans. If the requester is the property owner, please indicate this on the affidavit.

INSTRUCTIONS FOR STAFF: Obtaining Proper Authorization

- Staff will send via certified mail **Form 2 – Property Owner Authorization**, which requests written authorization granting permission to release plans for duplication from the property owner.
- **The property owner will be required to provide verification such as a copy of tax assessor bill or copy of grant deed.**
- Once permission to duplicate plans is received by the property owner, staff will attempt to locate the mailing address for the architect/engineer by searching the state license websites:

Architects – <http://www.cab.ca.gov>

Engineers - <https://www.dca.ca.gov/>

- Staff will send via certified mail **Form 3 – Licensed Professional Authorization**, which requests written authorization to release plans for duplication from the architect/engineer.
- **The fee for certified mailings will be \$9.00 per letter and will need to be prepaid in-person or by mail.**

PROCESS TIMELINE:

Be prepared for the process to take an estimated 30 - 60 days to complete. California State Law states that the architect/engineer 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 & Safety Code Section 19851(f)(1).

APPROVAL OF DUPLICATION OF PLANS:

If your request is approved, you will be notified by Jennifer Weiss, Records Coordinator. You may choose from the following two duplication options:

Option A: Electronic Copies or Purchase a CD containing copies of the requested building plans.

If the City has an electronic version of the plans available, you can request that they are emailed to you.

Option B: Purchase copies from a licensed, bonded reprographics company.

Duplication of plans requires specialized equipment and printing by a reprographics company. The City of Lake Forest has authorized the following vendor to pick up the plans from the Building Department for the purpose of duplication.

SABP Print Solutions
17622 Armstrong Ave.
Irvine, CA 92614
Office: (949) 756-1001
Direct: (949) 283-2860
chowes@sabp.com

You will be notified when the plans are ready so that you may pick them up. Payments can be made to SABP by method of a check or credit card.

To find the fees associated with these services, refer to the [SABP Fee Schedule](#) and [City Clerk Fee Schedule](#).