

# REQUESTS FOR DUPLICATION OF BUILDING PLANS

[Health and Safety Code Section 19851](#) requires that the City follow specific guidelines when requests are received for the duplication of building plans maintained by the Building Department. Below are the procedures to request duplication of building plans.

## **INSTRUCTIONS FOR REQUESTER: Building Plan Selection**

- 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 and inform staff that you are here to view building Plans. You will be directed 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, Assistant City Clerk. Staff will send a copy of the signed affidavit to the property owner, requesting permission to duplicate plans. If permission is granted, Staff will then send a copy of the signed affidavit via certified mail to the architect/engineer requesting permission from the licensed professional of record.
- **If the requester is the property owner, a copy of tax assessor bill must be provided.**
- **The fee for certified mailings will be \$8.00 per letter and will need to be prepaid in-person or by mail.**

## **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.
- 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 granting permission to release plans for duplication from the architect/engineer.

**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 and Safety Code Section 19851(f)(1).

**APPROVAL OF DUPLICATION OF PLANS:**

If your request is approved, you will be notified by Jennifer Weiss, Assistant City Clerk. 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 Reprographics  
2372 Morse Avenue  
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 directly from SABP. Payments can be made to SABP in a form of a check or credit card.

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