



City of Aliso Viejo
OFFICE OF THE CITY CLERK
12 JOURNEY, SUITE 100
PHONE (949) 425-2505
FAX (949) 425-3899

Requests for public records are subject to the California Public Records Act (GC 6270). Public records are accessible at all times during regular office hours and can be reviewed at no charge. To respond to your request in a timely manner, we ask that you provide specific and identifiable information. Copies may be provided in most instances upon request unless records are archived or not readily accessible. The City has ten (10) days to respond to the request. Requestor will be notified if an extension of time will be necessary pursuant to the Act. Fees for copies are based on the City's current fee schedule. Fees for copies of records that are sent to a copy house would be the actual cost. All fees are due and payable in full before copies are made available.

<u>City Use Only:</u>	
Date Received	_____
Date Due	_____
Department(s) of Record	_____

Date Completed	_____
Amount Due	_____
Amount Paid	_____
Comments	_____

REQUEST FOR PUBLIC RECORDS

Requestor's Name _____ Today's Date _____

Requestor's Address (include zip code) _____

Daytime Phone No. (include extension) _____

Fax No. _____ Email Address _____

Requestor's Signature _____

Please mark the appropriate box(es): View records only Copy records only Both

Specific description of public records requested. Please list each record separately.

IMPORTANT: IF YOU ARE REQUESTING DUPLICATION OF BLUEPRINTS/BUILDING PLANS, PLEASE READ AND COMPLETE THE ADDITIONAL MATERIALS ATTACHED. OTHERWISE, THIS PAGE IS ALL THAT IS REQUIRED TO SUBMIT TO THE CITY.



Steps to Obtain Copies of Blueprints/Building Plans

1. Know the physical address of the building for which you want plans.
2. Complete a "Request for Public Records" form and submit it to City. Forms are available at City Hall, by fax or by visiting www.cityofaliso Viejo.com.
3. Staff will check the offsite records storage for your plans and you will be notified within ten business days, or an extension of time if necessary, pursuant to the Public Records Act
4. If there are no plans in storage, the City will notify you and close your request. If you'd like, you may contact the County of Orange at (714) 834-2666.
5. If there are plans in storage, they will be made available for review at City Hall. There is no charge to review blueprints and it can be done anytime during business hours. However, if you have technical questions, it is recommended to visit City Hall when the Building counter is open, Monday through Thursday, 7:30 am to 12:00 pm.
6. If you would like copies of the plans, you must complete and submit a "Notarized Affidavit of Party Requesting Duplication of Official Plans" and a "Property Owner Authorization" form (forms attached). You must also mark the pages of the plans that you are requesting duplication, if you do not want the entire set of plans duplicated. Lastly, you must provide the licensed professional's name, address, and phone number on the affidavit. Any questions about the plans must be addressed to the Building staff during their counter hours of Monday through Thursday, 7:30 am to 12 pm. For notarization services, you may contact the City Clerk during regular business hours or you may contact a notary public of your choice. The following list has been compiled to assist you. These are NOT a recommendation. This information may change without prior notice.

Postal Annex, 23411 Aliso Viejo Parkway, #K	(949)362-9435
Sign on the X Inc., 11 Mareblu, #220	(949)643-7000
We the People OC, 27064 La Paz Road	(949)425-0630
Cornerstone Notary Public, 73 Cambria Lane	(949)307-1431

7. Upon receipt of your completed notarized affidavit of intent and owner authorization forms, staff will mail a certified letter to the Architect/Drawer of record along with the notarized affidavit form requesting permission to duplicate the plans. The Architect/Drawer of record has thirty (30) days to respond pursuant to law. After the thirty day period, you will be notified by the City regarding the disposition of your request.
8. If permission from the Architect/Drawer is received, you will need to make arrangements with a bonded reprographic company to pick up the plans from City Hall, duplicate them, and return them to the City. All fees are paid directly to the bonding company. The following are a few companies that are bonded. These are NOT a recommendation, but a list being compiled for your assistance. This information may change without prior notice. If you know of other services, please let us know.

Coastal Blue	(949) 240-9911
C2 Reprographics	(949) 768-8066
Consolidated Reprographics	(949) 581-2563
OCB Reprographics	(949) 753-4700

Thank you for your cooperation in this process!



**NOTARIZED AFFIDAVIT OF PARTY REQUESTING
DUPLICATION OF OFFICIAL PLANS**

I, _____ hereby certify as follows:
(Name)

Check One:

- I am an individual acting solely on my own behalf.
- I am employed as _____ for _____
(Title/Job Position) (Employer/Requesting Party)

and am acting on behalf of _____ authorized by such
(Employer/Requesting Party)
party to make this request and bind such party to the covenants and representations made herein.

- I am serving as the agent for _____
(Requesting Party)
- I am acting on behalf of _____, and am authorized by
(Requesting Party)
such party to make this request and bind such party to the covenants and representations made herein.

PLEASE READ IN ITS ENTIRETY:

Specific Address, Tract or Parcel Map _____

as identified are on file with the City of Aliso Viejo. I am requesting that these plans be made available to me for copying pursuant to the California Public Records Act and Health & Safety Code § 19851 (Copy of the Code is on the backside of this form).

I hereby warrant and represent, on behalf of myself and any other identified above, that copies of any and all plans listed on this Affidavit will only be used for the maintenance, operation and use of the buildings or structures depicted on the plans.

I hereby acknowledge, on behalf of myself and any other party as identified, that I/we understand plans and drawings are instruments of professional service and are incomplete without the interpretation of the certified, licensed, or registered professional of record.

NAME, ADDRESS, AND PHONE NUMBER OF LICENSED PROFESSIONAL OF RECORD _____

GOVERNMENT CODE
REQUESTING INSPECTION / DUPLICATION OF OFFICIAL PLANS

Health and Safety Code § 19851. Inspection of records; duplication of plans

- (a) The official copy of the plans maintained by the building department of the city or county provided for under Section 19850 shall be open for inspection only on the premises of the building department as a public record. The copy may not be duplicated in whole or in part except (1) with the written permission, which permission shall not be unreasonably withheld as specified in subdivision (f), of the certified, licensed or registered professional or his or her successor, if any, who signed the original documents and the written permission of the original or current owner of the building, or, if the building is part of a common interest development, with the written permission of the board of directors or governing body of the association established to manage the common interest development, or (2) by order of a proper court or upon the request of any state agency.
- (b) Any building department of a city or county, which is requested to duplicate the official copy of the plans maintained by the building department, shall request written permission to do so from the certified, licensed, or registered professional, or his or her successor, if any, who signed the original documents and from (1) the original or current owner of the building or (2), if the building is part of a common interest development, from the board of directors or other governing body of the association established to manage the common interest development.
- (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) That 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 or approved 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.



**NOTARIZED AFFIDAVIT OF PARTY REQUESTING
DUPLICATION OF OFFICIAL PLANS (Continued)**

I, _____, continue to certify:
(Complete as written Name on first page of affidavit)

I hereby acknowledge, on behalf of myself and any other party as identified, that I/we understand pursuant to subdivision (a) of Section § 553625 of the Business and Professionals Code, 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 or approved by the specifications, reports, or documents, architect who signed the plans, specification, reports, or documents was not also approximate cause of the damage.

I declare under penalty of perjury under the laws of the state of California that the foregoing is true and correct.

Executed this _____ day of _____, 20__ at _____, California.

(THIS FORM MUST BE NOTARIZED. DO NOT SIGN WITHOUT NOTARY PUBLIC PRESENT.)

Signatory

On behalf of Requesting Party, if Signatory is not acting
in his/her own capacity

NOTARY FORM

STATE OF CALIFORNIA)
COUNTY OF _____) ss.

On _____, before me, _____, Notary Public,

_____ who proved to me on the basis of satisfactory evidence) to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s) or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Notary Signature _____

GOVERNMENT CODE
REQUESTING INSPECTION / DUPLICATION OF OFFICIAL PLANS

Health and Safety Code § 19851, page 2

- (d) The request by the building department to a licensed, registered, or certified professional may be made by the building department sending a registered letter to the licensed, registered, or certified professional requesting his or her permission to duplicate the official copy of the plans and sending with the registered letter, a copy of the affidavit furnished by the building department which has been completed and signed by the person requesting to duplicate the official copy of the plans. The registered letters shall be sent by the building department to the most recent address of the licensed, registered, or certified professional available from the California State Board of Architectural Examiners.
- (e) The governing body of the city or county may establish a fee to be paid by any person who requests the building department of the city or county to duplicate the official copy of any plans pursuant to this section, in an amount which it determines is reasonably necessary to cover the costs of the building department pursuant to this section.
- (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 letter specified in subdivisions (c) and (d).

Health and Safety Code § 19852. Cost of duplication.

The governing body of a county or city, including a charter city, may prescribe such fees as will pay the expenses incurred by the building department of such city or county in maintaining the official copy of the plans of buildings for which it has issued a building permit, but the fees shall not exceed the amount reasonably required by the building department in maintaining the official copy of the plans of buildings for which it has issued a building permit. The fees shall be imposed pursuant to Section 66016 of the Government Code.



**OWNER AUTHORIZATION
FOR DUPLICATION
OF OFFICIAL BUILDING PLANS**

COMPLETE THIS SECTION IF YOU ARE THE PROPERTY OWNER
REQUESTING DUPLICATION OF OFFICIAL PLANS:

Date _____

I am the owner of the property located at _____ in Aliso Viejo,
(Street Address)

California and am authorized to obtain copies of the plan for this property, pursuant to California Health and Safety Code Section 19851.

Signature _____

COMPLETE THIS SECTION IF YOU ARE THE PROPERTY OWNER AND
AUTHORIZING ANOTHER PARTY TO DUPLICATE YOUR PLANS:

Date _____

I, _____, am the owner of the property
(Name of Property Owner)

located at _____ in Aliso Viejo, California. I
(Street Address)

authorize _____ to obtain copies of the plan for
(Requestor's Name)

this property, as required under California Health and Safety Code Section 19851.

Signature _____