



**City of Beverly Hills**  
Development Services Division  
455 No. Rexford Drive  
Beverly Hills, CA 90210  
Telephone: (310) 285-1141

## Plan Duplication Request

### 1. Verify the Development Services Division Records Dept. has the requested plans by submitting a Public Records Request Form.

It is recommended the requestor submit a Public Records Request Form to the Development Services Division Records Dept. to verify if plans are on file and/or to review the plans before ordering. You can access the Public Records Request Form by accessing the Duplication of Documents webpage

<http://www.beverlyhills.org/citygovernment/departments/communitydevelopment/recordsmanagement/duplicatnofdocuments/>. Email the Public Records Request Form to [buildingandsafetyinfo@beverlyhills.org](mailto:buildingandsafetyinfo@beverlyhills.org).

### 2. Complete the required paperwork.

No copies can be made without written permission from both the property owner and the licensed professional who signed the plans. **(Health and Safety Code 19851.)** If the building is part of a common interest development (i.e. condominium), the written permission of the board of directors or governing body of the association established to manage the common interest development (HOA representative) is required. In addition, the requestor(s) must sign the attached affidavit and permission forms.

#### PLEASE NOTE:

- ❖ The requestor is responsible for completing the affidavit and obtaining the owner's permission. If owner is requesting plans, proof of ownership is required (i.e. Los Angeles County Assessor property tax bill or deed). **In addition, the affidavit must be notarized. Permission forms do not need notarization.**
- ❖ The City will only accept original and signed plan duplication forms with wet signatures—no copies, faxes or electronic versions accepted.

### 3. Submit the completed forms to the Development Services Division Records Dept.

When the forms are completed, please call the Development Services Division Records Dept. at (310) 285-1141 to arrange the submittal of required documents.

### 4. Pay the required fees.

All fees charged per the City's Schedule of Fees – this includes mailing and duplication costs.

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Once the completed affidavit and permission forms are received and payment has been made, the Development Services Records Dept. will send a request letter to professional(s) of record via certified mail. If the professional does not respond after 30 days of receipt or the certified mail is returned undeliverable, the City may allow the plans to be duplicated without the professional's approval if the other requirements are satisfied. If the professional denies the request, the City cannot release plans for duplication.

If the plans are maintained on microfilm or in electronic format, the cost to duplicate is **\$5.30** per CD. For large format hard copies of plans, duplication costs are **\$25.20** for processing fees plus **\$6.00** per sheet. If the plans cannot be duplicated by the Records Dept., the City will utilize its reprographic contractor to pick up and copy the plans. Following is the contact information for the contractor:

**ARC Graphics**  
**900 So. Robertson Blvd.**  
**Los Angeles, CA 90035**  
**(310) 657-0040**

The requestor is responsible for paying the duplication costs, whether in-house or through ARC Graphics.

**Please note that the process to obtain copies of official building plans may take up to 45 days once we receive your completed paperwork, due to the legally required permissions process. All plan duplication request fees are non-refundable.**

**AFFIDAVIT FOR DUPLICATION OF BUILDING PLANS**

I/We the undersigned have requested a copy of the building plans for the building located at \_\_\_\_\_ in the City of Beverly Hills. I/We declare under the penalty of perjury under the laws of the State of California the following is true and correct:

- (1) The copy of the plans shall only be used for the maintenance, operation, and use of the building.
- (2) I/We understand the drawings are the instruments of professional service and are incomplete without the interpretation of the certified, licensed, or registered professional of record.
- (3) I/We understand 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 or the damaged 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.

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Signature**

**Telephone:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**PERMISSION OF CURRENT OWNER FOR  
DUPLICATION OF BUILDING PLANS  
(Requestor is not the Owner)**

\_\_\_\_\_ has requested a copy of the building plans for the building located at \_\_\_\_\_ in the City of Beverly Hills ("subject property"). I / We declare under penalty or perjury under the laws of the State of California the following is true and correct:

1. Ownership of the subject property is legally held in the following manner (i.e. Joe and Mary Smith as husband and wife, the Smith Family Trust, Mary Smith, a single woman, etc:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. I/We as owners of the subject property hereby authorize the City of Beverly Hills to provide \_\_\_\_\_ with a copy of the building plans for the subject property.

Date: \_\_\_\_\_

\_\_\_\_\_

**Print Name**

Signature

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

**Print Name**

Signature

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

**PERMISSION OF CURRENT OWNER FOR  
DUPLICATION OF BUILDING PLANS  
(Requestor is Owner)**

I / We \_\_\_\_\_ have requested a copy of the building plans for the building located at \_\_\_\_\_ in the City of Beverly Hills ("subject property"). I / We declare under penalty of perjury under the laws of the State of California the following is true and correct:

1. Ownership of the subject property is legally held in the following manner (i.e. Joe and Mary Smith as husband and wife, the Smith Family trust, Mary Smith, a single woman, etc):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. I / We, as owner of the subject property, hereby authorize the City of Beverly Hills to provide me/us with a copy of the building plans for the subject property.

Date: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Print Name**

**Print Name**

\_\_\_\_\_

\_\_\_\_\_

**Signature**

**Signature**

Telephone: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_