



## Plan Duplication Request Application

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The City cannot release copies of plans without written permission from both the property owner and the licensed professional who signed the plans ([Health and Safety Code 19851](#)).

### Plan Duplication Overview:

**1. Applicants must email the Public Records Request Form (page 2 of this packet) to the Development Services Division Permit Center ([cdpermits@beverlyhills.org](mailto:cdpermits@beverlyhills.org)) to verify if the requested plans are on file with the City of Beverly Hills.**

Once the City verifies the availability of the requested plans, applicants are encouraged to schedule a plan viewing appointment with the Permit Center (Telephone 310-285-1141 -Option 2) before completing and submitting the remaining Plan Duplication documentation to the City of Beverly Hills.

### **2. Plan Viewing Appointment & Form Preparation**

After reviewing the requested plans with the Permit Center, the requestor(s) must sign and notarize the affidavit (page 3) and provide the owner permission (page 4 or 5) forms. 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. The requestor is responsible for completing the affidavit (page 3) and obtaining the owner's permission. If the property owner is requesting plans, proof of ownership is required (i.e. Los Angeles County Assessor property tax bill or deed). The affidavit must be notarized, however, Permission forms (page 5 &/or 6) do not require a notary. No copies, faxes or electronic versions accepted.

### **3. Submit Remaining Documentation to the Permit Center**

After the remaining forms are completed, please call (310-285-1141 – Option 2) to arrange the submittal of the Plan Duplication Affidavit (page 3) and owner permission (page 4 or 5) documents.

### **4. Fee Payment & Professional of Record Approval**

All fees are charged are based on the City's [Fee Schedule](#) in effect at the time. Once the completed affidavit and permission forms are received and payment has been made, Permit Center staff will send a request letter to the professional(s) of record via certified mail. If the professional does not respond after 30 days of receipt or if 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 an electronic format, the City will email them to requestors free of charge, provided all the plan duplication conditions are met. If the plans cannot be duplicated by Permit Center staff, the City will utilize its reprographic contractor to pick up and copy the plans:

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

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. Plan Duplication fees are non-refundable.

**City of Beverly Hills**  
**Development Services Division**  
455 North Rexford Drive, 1<sup>st</sup> Floor  
Beverly Hills, CA 90210  
Tel. (310) 285-1141  
[cdpermits@beverlyhills.org](mailto:cdpermits@beverlyhills.org)  
[www.beverlyhills.org/records](http://www.beverlyhills.org/records)

## Community Development Department – Plan Duplication Request

In accordance with the California Public Records Act (“Act”), Government Code Section 6250 et. seq., the City of Beverly Hills provides access to public records, except those exempt from disclosure by law. Pursuant to the Act, the City has ten (10) days from receipt of the request to determine whether the request, in whole or in part, seeks copies of disclosable public records in the City’s possession and to notify the requestor of that determination. In unusual circumstances, the 10-day time limit may be extended by up to 14 days by written notice to the requestor, setting forth the reason for the time extension as required by the Act. If the City determines there are disclosable public records, the records will be made available as promptly as is reasonably practicable. A request for a copy of an identifiable public record must be accompanied by payment of fees to cover the direct costs of duplication before copies are released. Fees will be charged in accordance with the City’s Schedule of Fees. **Make checks payable to City of Beverly Hills.**

### Requestor Information:

**Name:** \_\_\_\_\_  
**Company (if applicable):** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Phone #:** \_\_\_\_\_  
**E-mail Address:** \_\_\_\_\_

**Record or document requested.** Please be as specific and detailed as possible to enable City staff to identify and locate the documents requested. If known, please indicate in which department(s) the records reside. Also, please provide case number, location/address of property, date range or time-period, and other information if known.

- Development Services Division** (Commonly known as Building & Safety)
  - o Property Information Webpage: <http://www.beverlyhills.org/propertyinfo>
- Planning Division**

**Property Address:** \_\_\_\_\_  
**Date Range:** \_\_\_\_\_  
**Other Details:**

I agree to pay for all applicable fees and charges for copies of records I have requested.

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Under federal copyright law, no person can duplicate copyrighted materials without the copyright holders’ consent. Plans may not be photographed, drawn, or traced during a record viewing appointment.**

Email this Community Development Department Public Records Request form to: [cdpermits@beverlyhills.org](mailto:cdpermits@beverlyhills.org)

Development Services Division records are available online at: [www.beverlyhills.org/propertyinfo](http://www.beverlyhills.org/propertyinfo)

## BUILDING PLAN DUPLICATION AFFIDAVIT

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I/We the undersigned have requested a copy of the building plans for the building located at \_\_\_\_\_(address) 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.

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

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

\_\_\_\_\_  
**Request Date**

\_\_\_\_\_  
**Phone #**

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

\_\_\_\_\_  
**Print 2<sup>nd</sup> Requestor Name (if applicable)**

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

\_\_\_\_\_  
**Request Date**

\_\_\_\_\_  
**Phone #**

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

**City of Beverly Hills**  
Development Services Division  
455 North Rexford Drive, 1<sup>st</sup> Floor  
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**OWNER PERMISSION FOR  
DUPLICATION OF BUILDING PLANS**  
(Complete if the Requestor IS NOT the Owner)

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\_\_\_\_\_ (requestor name) has requested a copy of the building plans for the building located at \_\_\_\_\_ (address) in the City of Beverly Hills. 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 the requestor a copy of the building plans for the subject property.

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

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

\_\_\_\_\_  
**Request Date**

\_\_\_\_\_  
**Phone #**

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

\_\_\_\_\_  
**Print 2<sup>nd</sup> Owner Name (if applicable)**

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

\_\_\_\_\_  
**Request Date**

\_\_\_\_\_  
**Phone #**

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

**City of Beverly Hills**  
Development Services Division  
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[www.beverlyhills.org/records](http://www.beverlyhills.org/records)

**OWNER PERMISSION FOR  
DUPLICATION OF BUILDING PLANS**  
(Complete if the Requestor IS the Owner)

I / We \_\_\_\_\_(owner) have requested a copy of the building plans for the building located at \_\_\_\_\_(address) in the City of Beverly Hills. 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.

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

\_\_\_\_\_  
**Print 2<sup>nd</sup> Owner Name (if applicable)**

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

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

\_\_\_\_\_  
**Request Date**

\_\_\_\_\_  
**Request Date**

\_\_\_\_\_  
**Phone #**

\_\_\_\_\_  
**Phone #**

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

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