



**City of Oceanside  
Building Department  
Policies and Procedures**

**Procedure A-3  
Viewing and Copying of Building  
Division Plans**

---

**PURPOSE**

The purpose of this procedure is to establish criteria for the Viewing and Copying of Approved Building Division Plans.

**BACKGROUND**

*Pursuant to Health and Safety Code Section 19851, the original or current owner of the subject building (or if a common interest development, the Board of Directors or similar governing body established to manage the building) and certified, licensed or registered professional or his or her successor who signed the original document must authorize the duplication of issued building permit construction plans maintained by the Building Division.*

**POLICY**

Official copies of plans maintained by the City of Oceanside provided for under Health and Safety Code Section 19851 are open for inspection only as public records in the Building Division. A customer may not duplicate or request a copy of plans in whole or in part unless one of the following has been obtained:

1. Written permission with signed wet stamp of certified, licensed or registered architect or engineer or his/her successor, if any, who signed the original documents **and** written permission of the original or current owner of the building; or
2. An order of a proper court.

**PROCEDURE**

A request to view plans shall be made at the front counter. The plan checker assigned to cover the over the counter plan checks shall assist the customer in finding the requested plans.

Anyone wishing a copy of the plans may make their request in writing to the Building Division.

Any copying of plans requires a signed affidavit provided by the Building Division.

The Building Division will only accept wet signatures. Faxed copies will not be accepted.



City of Oceanside  
 Building Division  
 300 N. Coast Hwy  
 Oceanside, CA 92054

# Affidavit

Request for Duplication of Official  
 Copy of Plans

Project Address	Plan ID No.
Requestor's Name	E-mail:
Requestor's Address	Requestor's Phone

The above-named Requestor requests duplication of the Building Division's official copy of the approved plans for the building(s) identified above under the provisions of Health and Safety Code Sections 19850 and 19851, and attests to the following stipulations in the code:

1. That the copy of the plans shall be only used for the maintenance, operation, and use of the building.
2. That the 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 subsequent changes or uses, including uses made by State and 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.

Requestor's Signature	Date
-----------------------	------

Upon receipt of this affidavit, the Building Division will notify the certified, licensed, or registered professional who signed the original plans, and the original or current owner of the building(s), or if the building is part of a common interest development, the board of directors or other governing body of the association established to manage same, of the request and request written permission to duplicate the plans. The design professional may not unreasonably withhold permission. The design professional's refusal to grant permission is unreasonable if upon request from the building division, the professional does either of the following:

(1) Fails to respond to the local building division within 30 days of receipt by the professional of the request. However, if the building division 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 division 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).

**BUILDING DIVISION USE BELOW THIS LINE**

Owner's Name	Design Professional's Name		
Owner's Address	Design Professional's Address		
Owner's Phone	Design Professional's Phone		
Owner Letter Sent	Date	Design Professional Letter Sent	Date
Owner Permission Rec'd	Date	Design Prof. Permission Rec'd	Date

Building Division Approval to Duplicate Plans: \_\_\_\_\_ / \_\_\_\_\_  
 Approved By Date