



Requirements for Making Copies of Plans from the Archives:

 In order to make copies of plans archived in the Building Division, you must comply with the requirements established by the State of California Health and Safety Code Sections 19850-19853. These sections of the code are included in their entirety inside this brochure for your review.

 You must be the current owner, or have specific written authorization from the current owner with appropriate photo identification; AND

 You must have written authorization from EVERY licensed design professional (architect and engineer) who stamped and signed the plans; AND

 You must fill out the *Request for Plan Retrieval Duplication* and *Affidavit* provided by the Building Division.

 You are prohibited from making copies of any building containing a bank, other financial institution, or public utility.

 Be prepared for this process to take 30 – 60 days to complete. Plan ahead.

Use this space as a checklist to ensure that you have completed the necessary steps for requesting copies of plans:

- Review the plans to ensure you are getting appropriate plans
- Obtain written authorization from the current owner of the property
- Sign and date the affidavit provided by the Building Division
- Obtain written authorization from every licensed design professional who stamped and signed the plans
- If the professional in question is no longer working, obtain proof by sending a registered letter to last known business address, or obtain a letter from the appropriate licensing body
- Fill out and sign work order for reprographics company
- Submit all materials to the Records Specialist



How to Obtain Copies of BUILDING PLANS



The City of Newport Beach

City Hall Address:
100 Civic Center Drive, Newport Beach CA,
92660

Mailing Address:
PO Box 1768, Newport Beach, CA
92658-8915

949-644-3200

www.newportbeachca.gov

Step One: Finding Plans

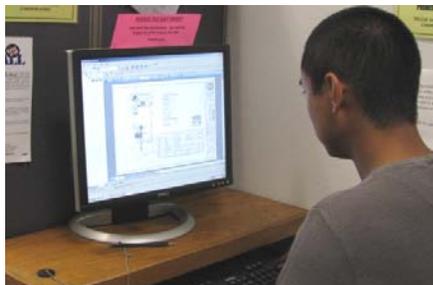
Plans archived in the Building Division are filed by a plan check number generated by the Building Division at the time of submittal. They are not filed by address. The procedure for viewing any plans on file is to first view all the permits for each address. The Building Division might have plans that were submitted for the scope of work specified on the permit. Find the plan check number in the upper right hand corner of the permit, usually a two to four digit number followed by a dash and a year, e.g. 566-78 or 1032-2006.

The requirements for archiving plans were established in 1972. Many plans submitted prior to that time were not kept in the record archives.

How to View Permits

Permits can be viewed either by:

- ◆ Requesting to view the permits on Laserfiche (electronic database for permits and plans) on the First Floor Bay D;
- ◆ Accessing the permit history available on the Building Division website via Laserfiche: www.newportbeachca.gov/scannedpermits



Step Two: Viewing Plans

Plans can be viewed on the microfiche viewer on the second floor or on the public computer (Laserfiche database) available at First Floor Bay D.

You can make copies of plans with appropriate authorization on the microfiche viewer or from the computer in the office. Maximum paper size is 11" x 17".

In order to produce larger copies, the plans must be sent to an outside vendor..

Important Note:

The Building Division Staff does NOT interpret plans for you. If you are unable to read and/or interpret the plans, then you should consult the services of a private, industry professional.

Who to Contact:

Records Specialist

Phone: 949-644-3200

Fax: 949-644-3250

Email: lkrage@newportbeachca.gov



Health & Safety Code 19850-53

19850. The building Division of every city or county shall maintain an official copy, which may be on microfilm or other type of photographic copy, of the plans of every building, during the life of the building, for which the Division issued a building permit.

"Building Division" means the Division, Bureau, or officer charged with the enforcement of laws or ordinances regulating the erection, construction, or alteration of buildings.

Except for plans of a common interest development as defined in Section 1351 of the Civil Code, plans need not be filed for:

(a) Single or multiple dwellings not more than two stories and basement in height.

(b) Garages and other structures appurtenant to buildings described under subdivision (a).

(c) Farm or ranch buildings.

(d) Any one-story building where the span between bearing walls does not exceed 25 feet. The exemption in this subdivision does not, however, apply to a steel frame or concrete building.

19851. (a) The official copy of the plans maintained by the building Division of the city or county provided for under Section 19850 shall be open for inspection only on the premises of the building Division 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 or 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 Division of a city or county, which is requested to duplicate the official copy of the plans maintained by the building Division, 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 governing body of the association established to manage the common interest development.

(c) The building Division 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.

(d) The request by the building Division to a licensed, registered, or certified professional may be made by the building Division 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 Division 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 Division 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 Division 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 Division 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 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).

19852. 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 Division 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 Division 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.

19853. This chapter shall not apply to any building containing a bank, other financial institution, or public utility.