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
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

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

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

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

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.

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 or until the building is razed, whichever event shall first occur.

"Building Division" means the division, bureau, or officer charged with the enforcement of any city, county, or state law or ordinance 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 in width.
(e) Any one-story building where the span between bearing walls does not exceed 25 feet in width, the exception is 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 shall be used in the inspection of buildings during the life of the building. Every permit issued by the building division shall be open for inspection only as the premises of the building division as a public record.

(b) The building division may not be duplicated in whole or in part except (1) with the written permission, which premises shall not be deemed as specified in subdivision (d), of the certified, licensed or registered professional or his or her successor, if any, who signed the original documents and request 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 established to manage the common interest development, or (2) by order of a proper court or upon the request of any state agency.

19852. Any building division of a city or county, which is required to duplicate the official copy of the plans maintained by the building division, shall do so by following the procedures specified in subdivisions (c) and (d).

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