

# PLANS DUPLICATION REQUEST - AFFIDAVIT

Community Development – Building Division  
701 Laurel St., Menlo Park, CA 94025  
Tel 650-330-6704



<b>REQUESTING PARTY'S INFORMATION</b>
Name:
Company Name (if applicable):
Phone:
Email:
<b>PROPERTY INFORMATION</b>
Site Address:
APN #:
Building Permit #:
<b>ACKNOWLEDGEMENT</b>
<p>I hereby request copies of the official plans for the project located at the above address and understand and will comply with the following:</p> <ol style="list-style-type: none"><li>1. That the copy of the plans shall only be used for the maintenance, operation and use of the building.</li><li>2. That the drawings are instruments of professional service and are incomplete without the interpretation of the certified, licensed or registered professional of record.</li><li>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 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.</li></ol> <p>Date: _____ Signature: _____</p>