

PLANS DUPLICATION REQUEST – AUTHORIZATION FORM

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



| PROPERTY INFORMATION | |
|--|-------------------------|
| Site Address: | |
| APN #: | |
| Building Permit #: | |
| AUTHORIZING PARTY | |
| Architect | Original Property Owner |
| Engineer | Current Property Owner |
| Designer | |
| AUTHORIZING PARTY CONTACT INFORMATION | |
| Name: | |
| Company Name: | |
| Address: | |
| City, State, Zip: | |
| Phone: | Email: |
| ACKNOWLEDGEMENTS | |
| <p>The City of Menlo Park has received a request for permission to duplicate plans or documents. Section 19851 of the California Health & Safety Code requires that the building department, prior to copying plans or documents, must receive written permission by:</p> <ol style="list-style-type: none">1. the certified, licensed or registered professional or his or her successor, if any, who signed the original documents; and2. written permission of the original or current owner of the building; or3. An order of a proper court. <p>The certified, licensed, or registered professional's refusal to permit the duplication of the plans is unreasonable if, upon request from the building department, the professional does either of the following:</p> <ol style="list-style-type: none">1. Fails to respond to the local building department within 30 days of receipt by the professional of the request. However, if the building department 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 department 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 or certified letter specified in subdivisions (c) and (d) Section 19851 of the California Health & Safety Code. | |

In accordance with Section 19851 of the Health and Safety Code; I have confirmed the above information and agree to give permission for the duplication of professional documents in the possession of the City of Menlo Park for the site address listed below.

Signed: _____ License No.: _____ Exp.Date: _____
(Certified Professional)

Signed: _____
(Owner)

Please Check One:

Approved: _____

Denied: _____

Date: _____ Signature: _____

