



INFORMATION FOR THE DUPLICATION OF:  
**OFFICIAL COPIES  
OF PLANS AND PERMITS**

INFORMATION  
GUIDELINE

**6**

May, 2013

CITY OF ESCONDIDO • BUILDING DIVISION • 201 N. BROADWAY, ESCONDIDO, CA 92025 • (760) 839-4647

### **VIEWING PLANS AND PERMITS**

Building plans and permits are public records which may be viewed during normal working hours at the counter of the Building Division, 201 N. Broadway, Escondido, CA. Hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday, excluding holidays.

Viewing of plans and permits, according to law, must be done in the presence of department staff. Viewing of these records is confined to the premises of the Building Division.

You are not permitted to make copies, tracings or photographs when viewing building plans. Only City staff is permitted to make copies of records. Additionally, the California Health and Safety Code requires obtaining permission of both the owner and the design professional who signed the plans before plans may be duplicated.

### **PLANS**

The Building Division maintains an official copy of plans of buildings for which the department has issued a construction permit, except for certain exempt buildings. The exempt buildings for which plans may not be kept are:

1. Single or multiple dwellings not more than two stories and basement in height.
2. Garages and other structures appurtenant to buildings described in Exemption 1.
3. Farm or ranch buildings.
4. Any one-story building where the span between bearing walls does not exceed 25 feet. However, this exemption does not apply to a steel frame or concrete building.

Duplicates of plans may *not* be made except with:

1. The written permission, which shall not be unreasonably withheld, of the certified, licensed or registered professional who signed the plans, or his or her successor,

*AND,*

2. The written permission of the original or current owner, *or*, if the building is part of a common-interest development, the written permission of the board of directors or governing body of the association established to manage the common-interest development;

*OR*

3. By court order (subpoena).

Fees are charged and periodically updated to reflect the actual cost of duplicating requested plans.

## **DUPLICATION OF PLANS**

**Step 1.** The person desiring a duplicate of plans (the applicant) should come to the Building Division counter to obtain the necessary forms to submit the request. The applicant must have the correct address of the building for which duplicate plans are requested.

Forms required are (6A) Application for Duplication; (6B) Affidavit (of person requesting the duplicates), and (6C) Declaration of Original or Current Owner of the Building. In the case of a common interest development, the governing body is considered the owner.

**Step 2.** Upon receipt of the completed application form, the signed affidavit and signed permission of the owner, the City sends a request to duplicate the plans, via certified mail, to the professional who signed the original plans or his/her successor.

If the professional does not respond within 30 days of receipt of the letter, or within 60 days if the City has granted an extension, the City may determine that granting permission is being unreasonably withheld. If so determined, the plans may be duplicated without the permission of the professional, providing the other previously stated requirements have been met.

OR

If the certified letter is returned to the City, undeliverable, the determination may then be made to duplicate the plans without the design professional's approval.

**Step 3.** City staff will duplicate the plans for the customer. Cost is \$5.00 per page for copies 17" x 24" or larger in size. Smaller sizes will vary from \$0.25 to \$0.50 per sheet. Due to the age of some plans, and/or the condition of the microfilm, quality of the duplicates cannot be guaranteed.

## **PERMITS**

The Building Division also maintains various media including microfilm files of construction permits issued within the City of Escondido. These permits may be viewed on the department's premises. Recent permits are computer-based software. Contact staff for copies.

As with requests to view plans, the applicant must have the accurate address of the building for which the viewing of permits is requested.

## **DUPLICATION OF PERMITS**

Duplicating the official copy of permits, unlike plans, does not require permission of the owner.