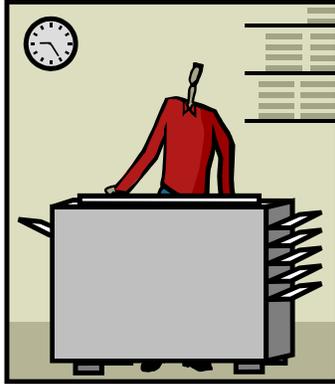


# HOW TO: OBTAIN COPIES OF PROJECT PLANS



You are entitled to look at most building plans and specifications kept by the City.<sup>1</sup> The City is prohibited, by state law, from making copies of plans and specifications prepared by licensed architects/engineers and other professionals.<sup>2</sup> To foster a more informed public and encourage early public participation in project review processes, the City uses copyright waivers for project architects and engineers to allow copying of the plans. This process began for applications submitted after July 2005. If you are asking for a copy of plans before the City routinely requested copying be allowed, there may be a delay while the architect/engineer's permission is sought. Please also note that if the disclosure of the plans would not be permitted due to the risk to public safety, copying of the plans will not be allowed.

1. Tell us the name or location of the project you are interested in.
2. Review the file and advise staff what plans, or specific pages/sheets of plans, you want copied. Fill out the attached affidavit.
3. Staff will review the file and determine if we need to seek permission to copy the plans. In most cases, staff will be able to advise you immediately if we will need to get permission.
4. Staff will provide you with an estimate of the cost to copy the plans.
5. You must pay for the copies before you receive them. Please note that copying plans costs more than ordinary 8 ½ x 11 inch paper. Plans are typically sent to a private company to be copied. You will have to pay for those costs.

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<sup>1</sup> Exceptions are for plans for buildings where there is a security risk, such as the water treatment plant or a bank.

<sup>2</sup> See California Health and Safety Code Section 19851.