



CITY OF CORONADO
COMMUNITY DEVELOPMENT

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City of Coronado Public Handout #13 **COPYING CONSTRUCTION PLANS**

Purpose: To outline the requirements for copying construction plans.

Background: Construction documents and plans once submitted to the City of Coronado become public record and are available for viewing and reproduction under the conditions outlined below.

Viewing: Construction documents and plans may be viewed either from actual documents and plans (open projects) or microfiche or digital images (closed projects) at the Building Services Counter in City Hall during normal business hours.

Copying Documents: Documents for construction projects, regardless of project status, can be copied upon completion of a **Request for Public Records** form. This form is available from the City Clerk.

Copying Plans: Plans for most construction projects are considered “intellectual property” of the person or firm that produced them. As such these plans are protected by copyright law and cannot be replicated without the following procedures.

1. Completion of a **Request for Public Records** form.
2. Completion of an **Application & Affidavit for Duplication of Permitted Plans** form (attached).
3. Submittal of signed letter from the current owner of the property granting permission to duplicate the plans.
4. Submittal of signed letter from the person, firm, or other entity that originally produced the plans granting permission to duplicate the plans.

Note: Should the person, firm, or other entity that produced the plans no longer exist, the requester must provide a letter detailing the steps taken (due diligence) to verify the non-existence of the person, firm or other entity.

Note: If presented, a valid court order negates the requirement for the two letters mentioned above.

Time frames and costs: Time frames and cost for duplication of permitted plans shall be as quoted from an outside source (i.e. blueprint company) capable of duplicating the requested plans.



APPLICATION & AFFIDAVIT FOR DUPLICATION OF PERMITTED PLANS

APPLICANT INFORMATION

Date _____

Name of Applicant

Applicants Address

Phone

Fax

Email

PLAN REQUEST INFORMATION

Project Address

APN (if known)

Name of Property Owner

Property Owner Address

Name of Person/Firm/Entity that produced the requested plans __

I affirm that I am aware of and understand the provisions of Section 19851, of the California Health and Safety Code which states:

1. That the copy of the plans shall only be used for the maintenance, operation and use of the building;
2. That drawings are instruments of professional service and incomplete without the interpretation of the certified, licensed or registered professional of record;
3. That subdivision (a) of Section 5536.25 of the Business and Profession Code states that a licensed architect who signs plans, specifications, reports or documents **shall not be responsible for damage caused by the subsequent changes to, or use of, those plans, specifications, reports, or documents** where the subsequent changes or uses, including changes or uses made by state or local government 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.

Attested to by: _____

Signature of Applicant

Date: _____