

**CITY OF MANHATTAN BEACH  
BUILDING PLAN REVIEW & COPY REQUEST**

(Please note that all releases listed below must be received prior to any duplication of plans.)

Property Address: \_\_\_\_\_

Most building plans are disclosable public records and may be **viewed** on City Hall premises once they are retrieved. Plans for banks, other financial institutions, or public utilities, for example, are not disclosable.

**Pursuant to Health and Safety Code Section 19851, prior to obtaining copies of plans, you must fill out and sign the attached affidavit AND the City must receive two original notarized releases. The first release must be from either the current or original owner of the building, if the building is part of a homeowners association, the release must be from the board of directors (the "Owner") and state that copies of the plans may be released to you. The second release must be signed by either the certified, licensed or registered professional who signed the plans, or his/her successor (the "Architect") and state that copies of the plans may be released to you.** The affidavit and samples of both releases are attached.

Once the City has your original signed affidavit and the two required original notarized signed releases, the copying cost for plans must be paid in advance. The Architect has 30 days in which to respond, which can be extended to 60 days if special circumstances apply. State law does not require the Owner to respond.

When your attempts to contact a party for authorization to duplicate have been unsuccessful, submit to the City all original documentation of your communication attempts (i.e. certified mailing receipt, returned mailings, etc).

**Community Development will make a determination of release upon receipt and review of the required documents.**

**Please complete the following:** (Please print legibly)

Requester Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Telephone Number: (\_\_\_\_) \_\_\_\_\_ or (\_\_\_\_) \_\_\_\_\_ Pages requested

to be copied:

ALL (entire set)

Individual pages as follows: \_\_\_\_\_

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**CITY OF MANHATTAN BEACH**

**AFFIDAVIT OF PERSON  
REQUESTING COPY OF OFFICIAL BUILDING PLANS  
(HEALTH AND SAFETY CODE SECTION 19851)**

I, the undersigned, hereby certify (or declare) as follows:

1. My business or residence address is \_\_\_\_\_

2. I have requested that the building department of the City of Manhattan Beach supply me  
duplicates of official building plans for the building or structure located at \_\_\_\_\_

\_\_\_\_\_, for which the City of Manhattan Beach issued a building permit. I have read and am familiar with the provisions of Health and Safety Code Section 19851 governing the copying of building plans.

3. Check applicable description:

I am the original owner of the building for which I am requesting copies of plans. I hereby give the City of Manhattan Beach my permission to copy the official plans for the building.

I am the current owner of the building for which I am requesting copies of plans. I hereby give the City of Manhattan Beach my permission to copy the official plans for the building.

I am the representative of the board of directors or governing body of the association or entity established to manage the common interest development governing the property at the above-listed address, who has been duly authorized by the board of directors to make this request on behalf of the association or other entity.

I am \_\_\_\_\_ [Explain]

4. I acknowledge and agree that the copy of the plans to be provided to me shall only be used for the maintenance, operation, and use of the buildings or structures on the property.

5. I understand that drawings are instruments of professional service and are incomplete without the interpretation of the certified, licensed, or registered professional of record.

6. I am informed and understand 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 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.

7. In consideration for the City's approval of my request for a copy of the building plans, I do hereby agree to defend, indemnify, protect and hold harmless the City of Manhattan Beach, its officers, officials, employees, agents, and volunteers from any and all claims, suits, demands, actions, losses, damages, judgments, settlements, penalties, fines, defensive costs or expenses, including without limitation, interest, attorneys' fees and expert witness fees, or liability of any kind or nature arising out of, attributable to, or in any way related to, my receipt of a copy of building plans and any use to which my copy of the plans may be applied.
8. The building [check one]  is  is not governed by a board of directors as a common interest development.

**I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct.**

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

at \_\_\_\_\_, California.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Typed/Printed Name of Applicant

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, Zip Code

(\_\_\_\_\_) \_\_\_\_\_  
Telephone Number

**When completed, please return this original signed affidavit to:**

City of Manhattan Beach  
Attn: Community Development  
1400 Highland Avenue  
Manhattan Beach, CA 90266

**Note: Make sure to include a copy of this signed Affidavit along with the Authorization to Duplicate to the Architect/Other Professional of Record when mailing the request for the Architect(s)/Other Professional of Record approval.**

**AUTHORIZATION TO DUPLICATE**  
(Architect or Other Professional of Record)

I, the undersigned, being the certified, licensed or registered Professional of Record, or his or her successor, who signed the plans for the building or structure located at the following address:

\_\_\_\_\_  
(fill in address)

have received a copy of the requester's executed affidavit and hereby give my permission to the City of Manhattan Beach to release a duplicate copy of the official building plans on file with the City for the above-mentioned building or structure to:

\_\_\_\_\_  
(fill in name of requester)

**Check here if signing as successor to the Professional of Record.**

Signed this      day of \_\_\_\_\_, 20      at \_\_\_\_\_.  
(City, State)

\_\_\_\_\_  
Signature of Professional

\_\_\_\_\_  
Typed/Printed Name of Professional

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip Code

(\_\_\_\_) \_\_\_\_\_  
Telephone Number

**NOTE:**  
Please attach an original executed notary acknowledgement of your signature before returning it.

**When completed, please return this original signed authorization to:**

City of Manhattan Beach  
Attn: Community Development  
1400 Highland Avenue  
Manhattan Beach, CA 90266

<b>For Official Use Only</b>	
Action Taken:    Approved <input type="checkbox"/>	Waived <input type="checkbox"/>
(If waived, attach any supporting documentation.)	
Reason for Waiver: _____	
Approved By: _____	Date: _____

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**AUTHORIZATION TO DUPLICATE**

(Owner)

**To be completed by current or original owner. If the building is part of a Common Interest Development, this form may be completed by the authorized representative for the board of directors/governing body.**

Check One

- I, the current owner or authorized agent for the owner,
- I, the original owner or authorized agent for the original owner,
- I, the duly authorized representative for the board of directors or governing body of the association or entity established to manage the common interest development,

of the building or structure located at:

\_\_\_\_\_ (fill in address of building or structure)

hereby give my permission to the City of Manhattan Beach to release a duplicate copy of the official building plans on file with the City for the above address to:

\_\_\_\_\_ (fill in name of requester)

Signed this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ at \_\_\_\_\_ (City, State)

\_\_\_\_\_  
Signature of Current Owner, Original Owner, or Association's Authorized Representative

\_\_\_\_\_  
Typed/Printed Name of Signer

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, Zip Code

(\_\_\_\_) \_\_\_\_\_  
Telephone Number

**NOTE:**

**Please attach an original executed notary acknowledgement of your signature before returning it.**

**When completed, please return this original signed authorization to:**

City of Manhattan Beach  
Attn: Community Development  
1400 Highland Avenue  
Manhattan Beach, CA 90266

**For Official Use Only**

Action Taken: Approved

Waived

(If waived, attach any supporting documentation.)

Reason for Waiver: \_\_\_\_\_

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_