



**Department of Community Development & Sustainability
23 Russell Blvd, Davis, CA 95616
Phone: (530) 757-5610**

This form must be submitted along with the AFFIDAVIT Request for Duplication of Copyrighted Plans

AUTHORIZATION OF AGENT TO ACT ON PROPERTY OWNER'S BEHALF

I hereby authorize the following person(s) to act as my agent(s) to request for, sign, and gather the records and plans under this Affidavit Request for Duplication of Copyrighted Plans.

(Name of Authorized Agent): _____

(Address of Authorized Agent): _____ Tel No _____

I declare under penalty of perjury that I am the property owner for the address listed above and I personally filled out the above information and certify its accuracy. Note: *A copy of the owner's driver's license, form notarization, or other verification acceptable to the department is required to be presented to verify the property owner's signature.*

Property Owner's Signature: _____ Date: _____

Informational Only

In general, the homeowner or agent reviews archived plans and other building documents that have mostly been converted to digital files. If the homeowner or agent desires copies of plans, structural calculations or other documents that are marked with a design professional's seal or signature, the department follows the procedure outlined in the California Health and Safety Code Sections 19850 – 19853 to notify the design professional that a copy of his/her plans or structural calculations, etc. has been requested. Typically, the design professional has 30 days to respond to the request from the date of the letter (this time period can be extended in certain circumstances, for example, if the design professional is out of town or ill.) The plans are then released when either the design professional responds or the 30-day period is over but no longer than 60 days after submittal.

NOTE: We are prohibited by the Health & Safety Code to release plans for banks or other financial institutions or public utilities.

To obtain copies of professional drawings, calculations or other documents, our department follows the procedures detailed below:

1. If you are not the current owner, request permission from the property owner. See Authorization of Agent to Act on Property Owner's Behalf at the top of this page or submit written permission from the current owner.
2. Review the archived files of the property.
3. Complete the CDS Duplication of Plans Questys Request Form
4. Complete this Affidavit for Duplication of Copyrighted Plans and have it notarized by a notary clerk.
5. Pay the administrative fee and submit both forms - CDS Duplication of Plans Questys Request Form and this Affidavit for Duplication of Copyrighted Plans, along with written permission from the current owner, if necessary.

Upon submittal of the above documents and required fee, the department will process the request and contact the requestor no longer than 60 days from submittal to arrange duplication of the official documents.