

Planning & Building Department

455 County Center • Mail Drop PLN 122
 Redwood City CA 94063
 (650) 599-7311 • FAX (650) 363-4849

Application for Building Permit Research

Date Submitted: _____

Property Information

Property or Site Address: _____

City: _____ Zip: _____

Assessor's Parcel Number(s): _____

Area: _____

Requestor

Name: _____

Mailing Address: _____

Zip: _____

Phone, W: _____

H: _____

Fax: _____

E-mail: _____

Documents & Fees

Documents Requested: _____

Plans requested (at requestor's cost) Yes: No: _____

Minimum staff labor charge (non-refundable) = \$55.00. Date paid(mm/dd/yyyy): _____ By: _____

Additional staff labor charge \$102.00/hr. _____

Microfilm pages @ \$0.25 per page = _____

Xerox pages @ \$0.10 per page = _____

Visa or MC # Exp. Date: _____ Security Code: _____

Note

Federal Law, Freedom of Information allows up to ten working days to complete research. We will make every attempt to do the research as soon as possible. All documents must be picked up within five days of notification of completion, or the research will be discarded.

Staff Verification

Researched by: _____ Date: _____

Receipt Number: _____ Date: _____

Please make check payable to: County of San Mateo

Please Note: A 3% surcharge will be added for credit card payments.

AFFIDAVIT

SAN MATEO COUNTY PLANNING AND BUILDING DIVISION, AT THE REQUEST OF:

Name: _____ Telephone: _____

Address: _____ City/State/Zip: _____

on the _____ day of _____

hereby requests permission to duplicate plans, specifications, reports, or documents associated with: _____

_____, unincorporated San Mateo County, California.

This information is requested in conjunction with **Sections 19850 and 19851** of the Health and Safety Code relating to building plans. The requestor hereby attests to the following:

- (c) (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 are 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 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 made or uses made by state or local governmental 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.

The following paragraphs are excerpted from Section 19851 of the Health and Safety Code and provided to inform both the requestor and the professional. Permission to copy the plans shall not be unreasonably withheld as specified in subdivision (f).

- (f) The certified, licensed, or registered professional's refusal to permit the duplication of the plans is unreasonable if, upon request from the building department the professional does either of the following:
 - (1) Fails to respond to the local building department within 30 days of receipt by the professional of the request. However, if the building department determines that professional is unavailable to respond within 30 days of receipt of the request due to serious illness, travel, or other extenuating circumstances, the time period shall be extended by the building department to allow the professional adequate time to respond, as determined to be appropriate to the individual circumstance, but not to exceed 60 days.
 - (2) Refuses to give his or her permission for the duplication of the plans after receiving the signed affidavit and registered letter specified in subdivisions (c) and (d).

I declare under penalty of perjury under the laws of the state of California that the foregoing is true and correct.

Signature of Requestor

Date