CITY OF ST. HELENA
BUILDING PLAN DUPLICATION PACKET

In general building plans are public records and may be viewed in person, by appointment, in the Office of the City Clerk. Pursuant to California Health and Safety Code section 19851, the City will only release copies of plans when the City has received written permission from both the property owner and the design professional (or his/her designee); or by order of a proper court. The City may not release any plans (regardless of the permissions received) of buildings containing a bank, other financial institution, or public utility, as required by Health and Safety Code section 19851.

Please follow the steps below for obtaining permission to duplicate building plans:

1. **Contact the City Clerk's Office to Determine if the Records You Are Requesting Are On File**

   Requestors are encouraged to complete a public record request form and forward it to the City Clerk at cityclerk@cityofStHelena.org, but may also call the City Clerk, Cindy Tzafopoulous at (707) 968-2742. City staff will conduct research to determine if the records are on file and contact the requestor to set an appointment for the requestor to come into the office.

2. **View the Records During Your Pre-Scheduled Appointment Time**

   View the records and verify the plan sheets you would like duplicated. At the appointment, requestors will complete the following forms in this packet: (1) requestor contact form, (2) affidavit, (3) owner authorization form, and (4) an authorization for each design professional listed on the desired plan sheets. Requestor must complete the sections "scope of permitted work" and "building address" on the included authorization forms.

3. **Wait for Authorization**

   The City will send certified letters to all parties, including the owner, requesting authorization to release the plans to the requestor. Written permission must be received to permit the City to duplicate plans. If the City does not receive fully executed releases or receives a denial of authorization from the involved parties within 30 days, the requestor will be advised, and the public record request will be closed. If the City receives express permission, the requestor will be contacted and advised of the cost of duplicating the requested plans.

4. **Pay Duplication Costs**

   Duplication costs must be paid prior to receipt of the plans. The requestor must make payment in the form of cash, check, or money order for the duplication amount. Checks and money orders may be made out to "The City of St. Helena." Large plan drawings are $5.00 per sheet; microfilm drawings are $1.00 per page, and digital copies cost $1 per CD.

5. **Pick Up Duplicated Building Plans**

   After you have been notified by City records staff that plans have been reproduced, pick plans up during normal business hours.
# Requestor Contact Form

Date: ______________________

<table>
<thead>
<tr>
<th>Requestor Information</th>
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<tbody>
<tr>
<td>Name: __________________</td>
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<tr>
<td>Address: __________________________________________</td>
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<td>Phone No.: __________________________________________</td>
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<td>Email: ______________________________________________</td>
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<th>Project Information</th>
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<tr>
<td>PRA No: ______________________________________________</td>
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<tr>
<td>Permit No: ______________________________________________</td>
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<tr>
<td>Project Address: __________________________________________</td>
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<tr>
<td>Building Plan Set Location: ______________________________</td>
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<tr>
<th>Sheets Requested* (e.g., A1, FP1, ALL, A1 – A6)</th>
<th>Design Professional Name, Firm, and Address (List ALL)</th>
<th>License Number</th>
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*This information is usually found in the bottom right corner of the plan.

**Affidavit Regarding the Use of Duplicate Copies of Building Plans**

(California Health and Safety Code section 19851)
I, ______________________________________________________, declare as follows:

(Print Requestor's Name)

1. I have requested a copy of the plans retained by the City of St. Helena
   for:  ____________________________________________________________________
   (Scope of Permitted Work)

   at:  _____________________________________________________________________
   (Building Address)

2. I certify that the copy of the plans shall only be used for the maintenance, operation, and use of
   the building.

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

4. I understand that subdivision (a) of section 5536 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 subsequent changes or uses, including changes or uses made by the
   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.

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

Executed on _______________________, 20______, in St. Helena, California.

(Date)

________________________________________________________________
(Requestor's Signature)

________________________________________________________________
(Requestor's Printed Name)
Digital Plan Acknowledgment

I, _____________________________________________________, have requested
(Print Requestor's Name)

a digital copy of the building plans retained by the City of St. Helena

for: ____________________________________________________________________
(Scope of Permitted Work)

at: _____________________________________________________________________
(Building Address)

1. I acknowledge that these plans are being provided solely for my individual use and that the
   release of these plans by the City of St. Helena does not in any way permit me to distribute the
   plans in any format to other persons or parties.

2. I understand that I cannot modify the digital plans in any way.

3. I have completed the Affidavit Regarding the Use of Duplicate Copies of Building Plans.

_______________________________________  __________________________________
(Signature)       (Date)

_______________________________________
(Printed Name)
Authorization from Property Owner to Duplicate Plans

I, ______________________________________, hereby **DO / DO NOT**
(Property Owner's Name) (please circle one)

authorize ______________________________________ to obtain copies of the plans
(Plan Requestor's Name)

for: __________________________________________
(Scope of Permitted Work)

of the building(s) located at ____________________________
(Building Address[es])

from the City of St. Helena Building Department.

I understand that I have thirty (30) days from the receipt of this form to reply and that I may request an
additional thirty (30) days due to serious illness, travel, or other extenuating circumstances.

__________________________________________  ______________________________
(Signature)       (Date)

__________________________________________
(Printed Name)

Once completed please return to:

City of St. Helena
Office of the City Clerk
1572 Railroad Avenue
St. Helena, CA 94574

or via email to: cityclerk@cityofStHelena.org
Authorization from Certified, Licensed, or Registered Professional to Duplicate Plans

I, ______________________________________________________, hereby  **DO** / **DO NOT**
(Design Professional / Building Plan Owner)   (please circle one)

authorize ________________________________________________ to obtain copies of the plans
(Plan Requestor's Name)

for: ______________________________________________________
(Scope of Permitted Work)

of the building(s) located at __________________________________________
(Building Address[es])

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(Printed Name)

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