Development Services Department
Building Inspection Division
311 Vernon Street
Roseville, California 95678-2649

Viewing and Copying of Commercial Plan Procedures

Viewing and Copying of Commercial Plans

- A request to view commercial plans can be made at the Permit Center. An appointment will then be set to view the plans with permit center staff.
- Anyone wishing a copy of plans may make their request in writing to the Building Division.
- Any copying of plans requires a signed affidavit provided by the Building Division.
- The Building Division will only accept wet signatures. Faxed copies will not be accepted.

Plan Copying Requirements

- Health & Safety Code Section 19851 states:

  Existing law specifies that the copy of the plans be open to inspection only on the premises of the building department as a public record, and prohibits duplication in whole or part of the copy except with written permission of the certified, licensed, or registered professional or successor, if any, who signed the original documents and written permission of the owner of the building or an order of the proper court.

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Affidavit for Copying Commercial Plans

I, _____ am requesting plans for the structure located at

_____, Roseville CA,

be duplicated and I understand and accept the following provisions:

- The copy of the plans shall only be used for the maintenance, operation and use of the building.
- The drawings are instruments of professional service and are incomplete without the interpretation of the certified, licensed, or registered professional of record.
- 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 are used, including changes 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 was not also proximate cause of the damage.

Signed _____ Phone # _____
(wet signature required)

Address_____

_____

Date _____

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Plan Copying Permission Statement

Reference: Health and Safety Code section 19851:

Existing law specifies that the copy of the plans be open to inspection only on the premises of the building department as a public record, and prohibits duplication in whole or part of the copy except with written permission of the certified, licensed, or registered professional or successor, if any, who signed the original documents and written permission of the owner of the building or an order of the proper court.

I request permission to have plans copied for the structure located at:

_____ , Roseville, CA.

_____ I am the legal owner of record for the above referenced building.

Signature	Date
Print Name	Street Address
Phone Number	City, State, Zip Code

_____ I am the certified licensed or registered professional who signed the above referenced plans.

Signature	Date
Print Name	Street Address
Phone Number	City, State, Zip Code

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Plan Copying Letter

Date:

To Whom It May Concern:

The City of Roseville Building Division has received a request (see attached affidavit) to Provide a duplicate set of plans of your structure located at:

_____ Roseville, CA

We request written approval from you as the property owner/architect/engineer to provide a duplicate copy to the requestor at their expense.

Should you have any questions, please contact the Building Division at 916-774-5332.

Respectfully,

Gene Paolini
Building Official

Enclosure:
Certified Mail/Return Receipt