



Plans (or Blueprints) used on construction projects in the City of Calabasas are maintained by the Building and Safety Division. Some of these plans (not all) are available, upon request, to be viewed during business hours at the Building and Safety Division public counter.

Copying or duplication of plans is possible only when the following guidelines are followed.

1. Plans that were prepared by a licensed architect or engineer cannot be duplicated without the written authorization of that licensed professional. Therefore, before the plan can be duplicated, you will need to make contact with the licensed professional responsible for the drawings, as well as the owner of the building, and secure their written authorization to duplicate the plans. Attached is a set of three (3) documents which must be completed and returned to the Building and Safety Division prior to our releasing the plans for duplication.
2. Plans that were not prepared by a licensed architect or engineer may be duplicated without completing the attached release forms.

Prior to contacting the vendor relative to the copying of plans, you must have checked with the Building and Safety Division regarding the availability of the plans for the particular address and you must have completed the necessary release forms.



APPLICATION FOR DUPLICATE PLANS – OWNER

_____, I, the current (owner or authorized agent for the owner) of the building or structure located at:

_____, hereby give my permission to the City of Calabasas to copy or permit to be copied, the official copy of the plans for the above address.

_____, I, the agent for the board of directors or governing body of the association established to manage the common interest development, located at:

_____, hereby give my permission to the City of Calabasas to copy or permit to be copied, the official copy of the plans for the above address.

Signature of Owner or Agent

Date

Typed or Printed Name of Owner or Agent

Telephone

Address

City

State

Zip