

City of Big Bear Lake



Official Building Plan Duplication Request Procedure

Many of the plans maintained by the City of Big Bear Lake are protected by copyright laws and cannot be released without the consent of the (1) property owner of record and the (2) architect/engineer of record. Pursuant to federal copyright law, and California Health and Safety Code Section 19851, the following procedure must be followed in order to duplicate official building plans.

1. Contact the Building & Safety Department at (909) 866-5831 to verify the plan(s) are on file before submitting a request.
2. Complete the required paperwork.

Persons requesting official building plans are required to complete the attached Permission to Copy Building Plans Affidavit form. The form may also be downloaded online at <http://www.citybigbearlake.com/index.php/services/public-records-request>.

Please note, if the requestor is not the current owner of the building, or the authorized representative of the building's governing body or association, then such requestor is responsible for obtaining the owner's or governing body's or association's permission to copy plans.

3. Submit the form to the Building & Safety Department via email to bblbs@citybigbearlake.com, via fax to (909) 866-6766, or via mail to City of Big Bear Lake/ P.O. Box 10000/ Big Bear Lake, CA 92315.

Upon receipt of the completed form, the Building & Safety Department will contact the architect/engineer of record by certified mail. Failure on behalf of the architect/engineer of record to respond to within 30 days will be interpreted as consent for the duplication of the plans, and we will provide the copies to you via email.

If you choose to receive physical copies of the plans, you will be charged in accordance with the City of Big Bear Lake's fee schedule for copies. Large copies of plans/maps/blueprints are \$3.00 per page.

City of Big Bear Lake



PERMISSION TO COPY BUILDING PLANS AFFIDAVIT

Site Address: _____ APN: _____

Owner Name: _____ Date: _____

Requester's Name: _____ Requester's Phone & Email: _____

Description of Plans Requested: Full Set Partial Set

Purpose:

I, the undersigned declare as follows:

1. I have requested a copy of the above-described building plans.
2. That the copy of the plans shall only be used for the maintenance, operation, and use of the building.
3. That drawings are instruments of professional service and are incomplete without the interpretation of the certified, licensed, or registered professional of record.
4. 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 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.
5. I am aware of the fee schedule for obtaining copies of any documents produced by the City in accordance with Big Bear Lake Resolution 2006-42.

I have read the above provisions and attest that the above statements are true and agree to abide by the limitations stated therein. As the person requesting the copies, I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Requestor's Name (Print)

Requestor's Signature

Date

Owner's Name (Print)

Owner's Signature

Date

TO BE COMPLETED BY THE ARCHITECT/ENGINEER OF RECORD

The City of Big Bear Lake has received a request for permission to duplicate plans or documents that were originally prepared by your office. Pursuant to Section 19851 of the Health & Safety Code, the Building Department prior to copying plans or documents prepared by a licensed, registered or certified professional, must first attempt to contact the preparer for permission to copy the plans or documents. Failure to respond to this letter within 30 days will be interpreted as consent for the duplication of the plans.

I agree I do not agree to give permission for the above-referenced plans and/or documents to be copied.

Licensed Professional (print)

Professional's Signature

Date