



INSTRUCTIONS TO PUBLIC REGARDING RELEASE OF BUILDING PLANS

CITY OF BAKERSFIELD
Building Department

1715 Chester Avenue
Bakersfield CA 93301
(661) 326-3720

Health and Safety Code Section 19851 requires that the City of Bakersfield obtain the permission of the architect (or other professional who signed the plans) and the original or current owner of the structure prior to allowing the copying and release of building plans.

You are required to properly complete the attached affidavit and permission forms and return them to the Building Department in order for the City to provide you with the requested copies.

You must provide a copy of your signed affidavit to the architect or other professional who signed the building plans.

If the architect and/or the owner of the building refuse to grant permission for copying, the City will not allow the requested copying and you must seek other legal action to obtain a copy of the plans.

The City's fees for records request service are 25 cents per page for photocopying or the full cost of copying fees if sent to an outside service; a \$32.00 fee will be charged for discs; and I understand payment is due upon receipt of records.

AFFIDAVIT
[HEALTH & SAFETY CODE § 19851]

I, _____, state that:

I request a copy of the plans for a building located at _____
_____ from the Building Department of the City of
Bakersfield.

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 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.

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

Signed this _____ day of _____ 20____, in

(city/state)

**REQUEST FOR COPYING OF BUILDING PLANS
PERMISSION FORM
[HEALTH AND SAFETY CODE § 18951 (A)]**

I, _____ (architect or other licensed or registered professional), do hereby give my permission and consent for the copying of building plans for the structure located at _____ and for the release of such plans to _____, the requesting party.

DATED: _____

Signature of Architect or other licensed or Registered Professional

I am the owner of the structure located at the address noted above and I hereby consent to release a copy of the building plans for that location to the requesting party herein.

DATED: _____

Signature of Owner



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The City of Bakersfield, as required under Health and Safety Code Section 19851, hereby requests that you grant permission for the copying and release of plans for the building located at _____
To _____ the requesting party.

Enclosed you will find the affidavit required under Health and Safety Code Section 19851, (c). A copy of Health and Safety Code Section 19851 is enclosed for your reference.

We thank you for your assistance in this matter. Should you have any questions concerning this matter, please feel free to contact our office.



REQUEST TO EXAMINE/COPY PUBLIC RECORDS

CITY OF BAKERSFIELD
Building Department

1715 Chester Avenue
Bakersfield CA 93301
(661) 326-3720

DATE: _____

NAME: _____

ADDRESS: _____

PHONE: _____

REQUESTED INFORMATION DESCRIPTION:

YOUR REQUEST WILL BE PROCESSED IN COMPLIANCE WITH THE PUBLIC RECORDS ACT.

Per California Government Code Section 6253(c), upon request a copy of records shall be provided within 10 days after the receipt of such request. I understand I will be advised if more than 10 days will be required to provide the information. I have been advised the City's fees for records request service are 25 cents per page for photocopying; and I understand payment is due upon receipt of records. However, if the request for copying exceeds 100 pages, a deposit equal to fifty percent of the cost of copying must be paid prior to the making of the copies. I will be contacted when the information is ready.