CITY OF TEMPLE CITY

9701 Las Tunas Drive | Temple City, CA | 626.285.2171

DUPLICATION OF OFFICIAL BUILDING PLANS

Architectural or Construction Plans

The Community Development Department maintains some public records including architectural or construction plans. The plans, if available, are ready for public viewing. However, the California Health and Safety Code prohibits the duplication of official building plans, or documents such as reports and calculations associated with those plans, unless approved by the owner of the plans. If you need to obtain copies of any plan sets, please follow the process of the City for Duplication of Plans

California Health and Safety Code Chapter 10: Building Records Section 19851.

> (b) Any building department of a city or county, which is requested to duplicate the official copy of the plans maintained by the building department, shall request written permission to do so from the certified, licensed, or registered professional, or his or her successor, if any, who signed the original documents ***and*** from (1) the original or current owner of the building or (2), if the building is part of a common interest development, from the board of directors or other governing body of the association established to manage the common interest development.

Starting the Process

To start the process for Duplication of Plans, please take the following steps

1. Check the availability of the records. For site plans or other non-engineering plans, please email: planning@templecity.us. For construction plans, please email: building@templecity.us

2. If you receive the confirmation that plans are available, you can complete the *Request for Duplication of Plans.* Complete forms on pages 1 and 3 (note: the Affidavit of Owner on page 3, property owner signature, must be notarized). Mail or deliver original copies of those forms, including notarization, to the City Clerk's Office for processing. The City Clerk will review and confirm information on affidavit of owner.

3. If the forms are deemed complete and information is confirmed, one of the following scenarios may occur:

    a. The City Clerk will mail certified letters to the design professionals on record to obtain their approval for reproduction. They have up to 30 days to respond to the request. When all responses are received or the 30 days have elapsed, we will notify you when the requested plans are ready for pick-up by a certified reprographer. Copies of plans are not emailed.

    b. If there is no professional design on file, we will notify you when the requested plans are ready for pick-up by a certified reprographer. Copies of plans are not printed or emailed.

(Note that building plans and construction documents for single family residential are only retained for six months. Building plans and construction documents for industrial, commercial, and multi-family dwellings are retained for the life of the structure)

Additional Information

1. If you are signing the Affidavit of Owner on behalf of a **Corporation, LLC, etc.**, under certain circumstances, you may need to provide upon submittal additional documentation such as corporation documents, company minutes, Power of Attorney, etc.

   The additional documents should include:
   1. Company name;
   2. Person's name on the Affidavit;
   3. Person's title such as Managing Member;
   4. Level of Authorization specifying that they have the Authority to Sign on Behalf of the Property Owner; or
   5. A separate typed letter on official letterhead.

   Click here for Letter Requirements/Sample Letter for Business Entities

2. For Condominiums and Co-Ops Building with HOA
   1. If the applicant is **not a Board Member** (unit owner, contractor, agent, etc.), the Affidavit of Owner (Page 3) must be signed by a Board Member, preferably the President, but other board members may sign: Secretary, Treasurer, etc. The Affidavit must also be notarized. A letter must also be provided by the HOA. We accept Board Meeting minutes which contains the name and title of the person signing the Affidavit in lieu of a letter.

   2. If the applicant is one of the **Board Members of the HOA** of the requested property, the Affidavit of Owner (Page 3) must be signed by **another** Board Member and it will need to be notarized. A letter must also be provided by the HOA. We accept Board Meeting minutes which contains the name and title of the person signing the Affidavit in lieu of a letter.

   Click here for Letter Requirements/Sample Letter for Condominiums and Co-Ops Building with HOA

3. For Condominiums and Co-Ops Building without an HOA
   1. You will be asked to sign an Affidavit of Owner (Page 3) in the presence of a Records Management staff when submitting the request. In addition, you will need to provide a notarized Affidavit of Owner (Page 3) from each owner. We do not need a letter as all owners have granted permission by providing a notarized Affidavit of Owner.

4. For Apartment Buildings and Tenants in Common (TIC)
   1. Notarized Owner Affidavit of one of the Property Owners – generally one of the owners you are working with.
   2. For New Owners – please provide a copy of the recorded grant deed

5. For Banks
   If the requested property is a **Bank**, you will need to submit a letter from the Bank signed by the Branch Manager to start the process authorizing you to start the duplication of plans process.

Contact Us
If you have questions about the public records process.

Email: cityclerk@templecity.us
Phone number: 626-285-2171 x 4132
Office: City of Temple City
Attn: City Clerk's Office
9701 Las Tunas Drive
Temple City, CA 91780