



Plan Duplication Request Form

City of Rolling Hills Estates

ADDRESS OF BUILDING PLAN REQUESTED: _____ DATE: _____

APPLICANT INFORMATION		<input type="checkbox"/> OWNER	<input type="checkbox"/> AGENT
NAME:	COMPANY:		
ADDRESS:			
PHONE NO.	E-MAIL:		

PLAN IDENTIFICATION INFORMATION	
ARCHITECT/ENGINEER NAME:	
COMPANY:	LICENSE NO:
PHONE NO.	E-MAIL:

PLAN INFORMATION		
TRACT No:	LOT No.:	APN No.:

THIS SECTION FOR RESIDENCES AT ROLLING HILLS COUNTRY CLUB ONLY	
PLAN TYPE: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> CUSTOM	PLAN No.: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3
ELEVATION: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> EX	ORIENTATION: <input type="checkbox"/> TYPICAL <input type="checkbox"/> REVERSE

DELIVERY METHOD	
<input type="checkbox"/> ELECTRONIC	<input type="checkbox"/> HARD COPY
PLANS WILL BE COLLECTED AND COPIED/SCANNED BY A LICENSED, BONDED COMPANY. FEES WILL BE BASED ON COST OF SERVICE (SHEET SIZE AND NUMBER). <u>REQUEST QUOTE:</u> <input type="checkbox"/>	

- APPLICANT AFFIDAVIT (SEE PAGE 2)
- PROOF OF OWNERSHIP PROVIDED (COPY OF CURRENT OWNER'S GRANT DEED OR TITLE REPORT MUST BE ATTACHED)
- OWNER AUTHORIZATION FORM ATTACHED (REQUIRED IF APPLICANT IS TENANT OR AGENT; SEE PAGE 3)
- LICENSED PROFESSIONAL DECLARATION (SEE PAGE 4)



Applicant Affidavit to Duplicate Official Records

City of Rolling Hills Estates

I, _____, declare that I am the:
PLEASE PRINT

Property Owner Tenant Agent

of the property located at _____, Rolling Hills Estates, CA 90274.
PRINT PROPERTY ADDRESS

I am requesting a copy of the building plans for this property and to support this request, I declare as follows:

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 and stamps plans, specifications, reports, or documents shall not be responsible for damage caused by subsequent changes to or uses 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 in writing by the licensed architect who originally signed the plans, specifications, reports, or documents, provided that the written authorization or approval was not unreasonably withheld by the architect and the architectural service rendered by the architect who signed and stamped the plans, specifications, reports, or documents was not also a proximate cause of the damage.

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

DECLARANT SIGNATURE: _____ DATE: _____



Owner Authorization Form

City of Rolling Hills Estates

I, _____, declare that I am the
the current owner of the property located at _____, Rolling Hills
Estates, CA 90274, and hereby grant permission for the City of Rolling Hills Estates to make and deliver a
duplicate of the official copy of the plan for the above specified address, as requested by:

NAME: _____

ADDRESS: _____

This permission is granted and I attest:

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 and stamps plans, specifications, reports, or documents shall not be responsible for damage caused by subsequent changes to or uses 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 in writing by the licensed architect who originally signed the plans, specifications, reports, or documents, provided that the written authorization or approval was not unreasonably withheld by the architect and the architectural service rendered by the architect who signed and stamped the plans, specifications, reports, or documents was not also a proximate cause of the damage.

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

Property Owner Name	Property Owner Signature	Date
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Property Owner Address	City	Zip Code
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Registered or Certified Professional Declaration to Release Official Records

City of Rolling Hills Estates

I, _____, with an address and phone number of:

Street Address	City	Zip Code	Phone Number
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am the licensed, registered, or certified professional, or, legal successor of the licensed, registered, or certified professional who signed the official copy of the plans for the property located at:

Street Address	City	Zip Code
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I hereby grant permission for the City of Rolling Hills Estates to make and deliver a duplicate of the official copy of the plan for the above specified address.

This permission is granted and I attest:

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 and stamps plans, specifications, reports, or documents shall not be responsible for damage caused by subsequent changes to or uses 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 in writing by the licensed architect who originally signed the plans, specifications, reports, or documents, provided that the written authorization or approval was not unreasonably withheld by the architect and the architectural service rendered by the architect who signed and stamped the plans, specifications, reports, or documents was not also a proximate cause of the damage.

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

Name	Signature	Date
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