



## Request for Building Records

All building permits and plans are public record and may be viewed upon request. All issued/finalized permits and other documents that are not stamped and signed by a licensed professional may be copied for a small fee.

If plans or supporting documents are stamped and signed by a licensed professional, a copy may not be obtained without approval from the owner and design professional. **Please note that the City does not retain copies of residential projects, except as required by the state statute.** Some plans may be emailed (if small), or placed on the City ftp site with a link for your access through the City's website or others may require duplication through a bonded blue print company.

### Obtaining approval:

1. You may obtain approval from the required parties yourself. You must bring in a notarized letter from the owner and design professional authorizing copies of the official building plans to be made.

-OR-

2. You may submit the attached affidavit, which is required for release by the design professional of record. Once the notarized affidavit is returned to the Building Division, it will be sent by registered mail to the design professional who has thirty (30) days to respond to that request. If no response is received within the thirty day time period, plans and/or supporting documents may be duplicated.

Soils reports that are a part of the building plans are available for review only at the Building Division without the approvals noted above. You may also check for soils reports that maybe available from the Engineering Department.

### Duplication fees are as follows:

Permits/Documents (letter-sized) not signed by a professional designer..... \$0.15 per page



**Community Development Department**  
**200 Civic Center Drive, Vista, CA 92084**  
**(760) 639-6105**

I hereby request the authority to duplicate the official copy of the building plans for:

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(Address)

**AFFIDAVIT**

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 government agencies, are not authorized or approved by the licensed architects 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 pursuant to the laws of the State of California that the foregoing is true and correct.

Note that signature must be notarized. Please attach notary's statement.

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(Print Name)

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(Signature)

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(Telephone Number)

**Mailing Address:**

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(Street Name)

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(City, State, Zip)