

City of Riverside

Building & Safety Division

Phone: (951) 826-5697

www.riversideca.gov



❖ COPYING OF PLANS FROM MICROFILM OR LASERFICHE ❖

Plans (or Blueprints) used to construct many construction projects in the City of Riverside are maintained on microfilm by the Building and Safety Division. This microfilm is available, upon request, to be viewed during business hours at the Building and Safety Division public counter.

Copying or duplication of plans is possible only when the following guidelines are followed.

1. Plans which were prepared by a licensed architect or engineer cannot be duplicated without the written authorization of that licensed professional. Therefore, before the plan can be duplicated, you will need to make contact with the licensed professional responsible for the drawings as well as the owner of the building and secure their written authorization to duplicate the plans. Attached is a set of 3 documents which must be completed and returned to the Building and Safety Division prior to our releasing the plans for duplication.

Plans which were not prepared by a licensed architect or engineer may be duplicated without completing the attached 3 release forms.

2. Duplication of plans from microfilm is a process requiring specialized equipment. The City of Riverside has authorized the following vendor to pick-up microfilm from the Building and Safety Division for the purpose of duplication. You will deal directly with the vendor as to the payment for their service as well as coordination of the pick-up of the microfilm.

**Micro Imaging Company
529 W. Rincon Street
Corona, CA 92880
Phone (951) 898-2800**

Prior to contacting the vendor relative to the pick-up of the microfilm, you must have completed the necessary release forms and checked with the Building and Safety Division regarding the availability of the microfilm for the particular address.

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❖ APPLICATION FOR DUPLICATE PLANS - APPLICANT ❖

I, the undersigned, do hereby request a duplicate of the official copy of the plans for the building or structure located at:

_____ and do hereby declare under penalty of perjury under the laws of the State of California that:

1. The copy of the plans for which I have applied shall be used only for the maintenance, operation and use of the building located at the address set forth in this application.
2. I acknowledge that the drawings, plans and calculations are instruments of professional service and are incomplete without the interpretation of the certified, licensed, or registered professional of record.
3. I acknowledge 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 damages 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 damages.
4. In consideration for the City's approval of this application, I do hereby agree to indemnify and hold harmless the City of Riverside from liability which may arise due to my receipt of the copy of the official plan and any use to which my copy of the plans may be applied.

Signature of Applicant

Date

Typed or Printed name of Applicant

Telephone

Address

City

State

Zip

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❖ APPLICATION FOR DUPLICATE PLANS - OWNER ❖

_____ I, the current (owner or authorized agent for the owner) of the building or structure located at:

_____, hereby give my permission to the City of Riverside to copy or permit to be copied, the official copy of the plans for the above address.

_____ I, the agent for the board of directors or governing body of the association established to manage the common interest development, located at:

_____, hereby give my permission to the City of Riverside to copy or permit to be copied, the official copy of the plans for the above address.

Signature of Owner or Agent

Date

Typed or Printed Name of Owner or Agent

Telephone

Address

City

State

Zip