



HELPFUL CHECK LIST:

Here are the steps you will need to follow to obtain copies of building plans in the City of Laguna Hills.

- ✓ **KNOW** the address of the building for which you want plans as well as for the current property owner.
- ✓ **OBTAIN** the "Affidavit" from the Building Division Counter at City Hall between the hours of 1:00 p.m. & 5:00 p.m., Monday-Friday, or **CALL** (949) 707-2670.
- ✓ **FILL OUT & SIGN** the "Affidavit" and have your signature notarized.
- ✓ **BRING** your notarized "Affidavit" to the Building Division Counter at City Hall between the hours of 1:00 p.m. & 5:00 p.m., Monday-Friday and **PAY** the Records Research fee of \$40.00 (cash or check payable to City of Laguna Hills).
- ✓ **WE WILL CALL YOU** as soon as your paperwork is processed (up to 60 days).



HOW TO REQUEST THE DUPLICATION OF THE OFFICIAL COPY OF BUILDING PLANS

City of Laguna Hills

24035 El Toro Rd., Laguna Hills, CA 92653
(949) 707-2600

All structures start out as an architectural drawing created and designed by an architect or engineer. The design professionals who have created these plans own all copyrights and have approval rights on any duplicates made. In order to protect the design professional's rights against misuse of the plans, Health and Safety Code Section 19851 requires that the City follow certain procedures when requests for the duplication of plans are made. To view the Health and Safety Code visit <http://www.leginfo.ca.gov/>.

To obtain a copy of any building plan:

It is required that the person requesting the copy of plans to **complete and sign an affidavit form** provided by the City and **pay the Records Research Fee of \$40.00 + the current USPS certified mailing fee per letter required for mailing.** The \$40 fee will be due at time of submittal and the requestor will be notified of the additional amount due once the research has been completed and the number of design professionals has been determined. Payment for the mailing must be received before the letters will be sent out. The fees may be paid by cash, credit card or check payable to City of Laguna Hills.

The affidavit form is available to be picked-up at City Hall between regular office hours. City Hall is open from 8:00 a.m. – 5:00 p.m., Monday – Friday. Completed Forms and payment may be submitted to the Building Division between 1:00 p.m. – 5:00 p.m., Monday – Friday.

In order to complete the affidavit the person requesting the copy of plans will need to know the following information:

1. The physical address of the building for which the requested plans are for, if it is a residence it will be helpful to know the tract and lot numbers.
2. The name & mailing address of the current owner of the property.

The signature on the affidavit of the person requesting the copy of plans must be **notarized**. The City of Laguna Hills does not have a Notary Public on staff. It will be the responsibility of the person requesting the copy of the plans to make arrangements for your signature to be notarized.

Once the necessary information, paperwork, and Records Research Fee are received, the City will act as an intermediary between the property owner, design professional and you. The City is required to send a certified letter requesting permission to copy the plans to the building owner and design professional who signed the plans along with a form to be completed and returned to the City.

Please be patient!

California Law states we must allow the design professional thirty (30) days to return the form (an additional 30 days may be granted due to extenuating circumstances as described in (f)(1) of Health and Safety Code Section 19851).

As soon as all the required paperwork is processed we will notify you as to whether or not permission was granted to make the copies.

Once permission to copy the plans is granted, it is the responsibility of the person requesting the copies to hire a bonded blue printer to make the copies.