



**City of San Mateo**  
 Building Division  
 330 W 20<sup>th</sup> Ave  
 San Mateo, CA 94403  
 650-522-7172  
[www.cityofsanmateo.org](http://www.cityofsanmateo.org)

## Document Duplication Declaration Form

Revised 10/25/2019

INSTRUCTIONS: Applicant to provide signature from licensed professional or registered mail receipt verifying this notice has been received by the licensed professional. Note: A 30 day waiting period will be required if using registered mail receipt.

JOB ADDRESS	DATE:
Owner.....	
Address.....	
<input type="checkbox"/>	Daytime Phone .....
Architect/Engineer.....	
Address.....	
Daytime Phone.....	
Number of Copies _____ @ _____ \$ each	
Total Amount Due: \$ _____	
Received by: _____ Date Received: _____	

Section 19851 of the Health and Safety Code of the State of California requires that the building department, prior to copying plans or documents prepared by a licensed, registered, or certified professional, must first attempt to contact the preparer for permission to copy the plans or documents. Failure to respond to this letter within 30 days will be treated as a consent for duplication of the plans.

The owner of the property (or board of directors if building is part of a common interest development) has requested the duplication of building plans in the possession of the City of San Mateo and does hereby declare and acknowledge the following:

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 the 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.

Please sign this request at the bottom of this form and return to the City of San Mateo, Community Development Department, Building Division, 330 W. 20th Ave., San Mateo, CA 94403, no later than 30 days from the date of this notice.

Print: \_\_\_\_\_ Signed: \_\_\_\_\_

(certified professional)

Date: \_\_\_\_\_ License #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_