



CITY OF ENCINITAS
Development Services Department
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BUILDING PLAN COPYING FEES & INFORMATION

Application required to request copies of plans for buildings within the City. Plans cannot be released indiscriminately to anyone who requests them, but duplication can be allowed for certain parties who comply with specific conditions.

Fees:

Application Fee:	\$80	
Copy Fees:	Digital copies – no fee	Paper copies \$5/page

City of Encinitas Process

Plans and documents (structural calculations, etc.) associated with them that are prepared, signed, and stamped by a certified, licensed, or registered design professional may only be released for duplication in accordance with HSC 19850 et seq. and through the submittal of a service request application and the following process. Plans and documents that are not prepared, signed and stamped by a licensed professional may be released for duplication on request; see item 5 below. Prior to preparing and submitting a service request application or other request for building plan copies, please work with staff to ensure the City has the plans available for duplication.

1. The person requesting building plan copies completes an application online and pays the required fee.
2. Staff reviews the plans to identify all certified, registered, and licensed professionals that signed the plans. Staff sends a registered letter requesting permission to copy the plans to each professional identified.
3. If the person requesting the building plan copies is not the building owner, staff verifies owner information and sends a registered letter requesting permission to copy the plans to the building owner.
4. Once the City receives the owner's written permission and receives written permission from all certified, licensed or registered professionals or the refusal to give permission by professionals of record is found unreasonable, the City may release plans for duplication. Written permission of owner and professionals must be on the form provided by the City and must be delivered directly to the City by the owner or professional of record that completed the form. Forms completed by other parties delivered to the City by the person requesting the building plan copies will not be accepted.
5. Duplication:
 - Plans on large paper format or microfilm may only be released to bonded companies for copying. The person requesting the copies must arrange with a bonded company to retrieve the plans from the City, make the copies, and return the plans to the City. The person requesting the plans arranges pick up of the plans from the bonded company and payment for copying.

- Plans on the City's LaserFiche document management system and paper plans and documents up to 11" x 17" may be duplicated in house at the standard City copying fees. Staff determines the cost of duplicating the plans and notifies the person requesting the copies. Copies will be made once copying fees are paid.

California Law

California Health and Safety Code (HSC) sections 19850 to 19853 define the authority for and responsibility of building departments to retain, provide access to, and allow for duplication of official copies of plans for buildings constructed in their jurisdiction. Retained official copies of building plans must be maintained and made available for inspection only, and may not be duplicated in whole or in part with two exceptions: upon receipt of 1) the written permission of the certified, licensed, or registered design professional who signed the original documents and the written permission of original or current owner of the building; or, 2) a court order or a request from any state agency.

Please allow a minimum of five weeks processing time.