

**REQUEST FOR DUPLICATION OF BUILDING PLANS AND DOCUMENTS -
DESIGNER OF RECORD**

Date: _____

Office: _____

Addressee:

In accordance with Health and Safety Code Section 19851, this letter is being sent to you as the professional designer of record to request your permission for the duplication of building plans and documents for the _____ constructed at _____

This request is being made on behalf of _____

For the purposes of _____

Below, please check the appropriate box identifying either your approval of the duplication of the plans or your refusal of the same. Please sign and date this form at the bottom in the designated location. Return this completed form to the Building and Safety office shown above. Thank you for your response. Note: Failure to respond to this letter within 30 days of the date of this letter will constitute your permission to duplicate the documents requested.

Please check one:

- I grant permission for the plans and documents to be duplicated.
 I refuse permission for the plans and documents to be duplicated.

Name _____

Title _____

License Number _____

Date _____