

**REQUEST FOR DUPLICATION OF BUILDING PLANS AND  
DOCUMENTS - OWNER**

Date: \_\_\_\_\_

Office: \_\_\_\_\_

Addressee:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In accordance with Health and Safety Code Section 19851, this letter is being sent to you as the owner 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: \_\_\_\_\_

Date: \_\_\_\_\_