



# City of Tustin City Clerk's Office

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## Request for Public Records

**Requests will be processed in compliance with the Public Records Act California Government Code § 6253.**

Upon a request for a copy or inspection of records, the City shall, within 10 days (30 days or more if requesting copies of building plans – please see below) from receipt of the request, determine whether the request, in whole or in part, will be made available and shall promptly notify the person making the request of the determination and the reasons therefore. In certain circumstances, the time limit prescribed in this section may be extended by written notice to the person making the request, setting forth the reasons for the extension and the date on which a determination is expected to be dispatched.

Please note that you will be contacted when the information is available for pickup and/or inspection, or the information will be emailed to you at your request. All document duplication fees are due and payable in full and are based on the City's current fee resolution.

**Requests for copies of building plans will be processed in compliance California Health and Safety Code § 19851.** Pursuant to § 19851 (b) Any building department of a city or county, which is requested to duplicate the official copy of the plans maintained by the building department, shall request written permission to do so from the certified, licensed, or registered professional, or his or her successor, if any, who signed the original documents.

Upon receipt of the request, the building department will contact the licensed, registered, or certified professional on record. The individual on record has up to 30 days within receipt of the request to respond.

Requested by: \_\_\_\_\_

On behalf of: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**I AM REQUESTING THE FOLLOWING DOCUMENTS:** (please be specific)

**I WOULD LIKE THESE DOCUMENTS:** (check one)

EMAILED

MADE AVAILABLE FOR INSPECTION

PHOTOCOPIED

DIGITAL CD COPY

(\$ .10 per page unless otherwise specified by law)

(\$15 per CD)



## AFFIDAVIT OF PARTY REQUESTING INSPECTION/DUPLICATION OF OFFICIAL PLANS

1. I, \_\_\_\_\_, hereby certify as follows:  
(Name)

Check One:

- I am an individual acting solely on my own behalf.
- I am employed as \_\_\_\_\_ for  
(title/job position)  
\_\_\_\_\_, am acting on behalf  
(employer/requesting party)  
of \_\_\_\_\_, and am authorized  
(employer/requesting party)  
by such party to make this request and bind such party to the covenants and  
representations made herein.
- I am serving as the agent for \_\_\_\_\_,  
(requesting party)
- I am acting on behalf of \_\_\_\_\_, and am authorized  
(requesting party)  
by such party to make this request and bind such party to the covenants and  
representations made herein.

2. Attached to this Affidavit as Exhibit "A" is a list of official plans on file with the building and planning departments of the City of Tustin. I am requesting that these plans be made available to me for copying pursuant to the California Public Records Act and Health and Safety Code Section 19851.
3. I hereby warrant and represent, on behalf of myself and any other party identified in paragraph 1 above, that copies of any and all plans listed in Exhibit "A" will only be used for the maintenance, operation, and use of the buildings or structures depicted in the plans.
4. I hereby acknowledge, on behalf of myself and any other party identified in paragraph 1 above, that I/we understand plans and drawings are instruments of professional service and are incomplete without the interpretation of the certified, licensed, or registered professional of record.
5. I hereby acknowledge, on behalf of myself and any other party identified in paragraph 1 above, that I/we understand pursuant to subdivision (a) of Section 5536.25 of the Business and Professionals Code, a licensed architect who signs plans, specifications, reports, or documents shall not be responsible for damage caused by subsequent changes to, or use 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 by the licensed architect who originally signed the plans,

specifications, reports, or documents, provided that the architectural service rendered by the architect who signed the plans, specifications, reports, or documents was not also a proximate cause of the damage.

6. I declare under penalty of perjury under the laws of the state of California that the foregoing is true and correct.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_, California.

\_\_\_\_\_  
(Signatory)

On behalf of:

\_\_\_\_\_  
(Requesting Party/if Signatory is not acting in his/her own capacity)

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA )  
 ) ss.  
COUNTY OF ORANGE )

On \_\_\_\_\_, 20\_\_\_\_, before me, \_\_\_\_\_, (here insert name and title of officer), personally appeared \_\_\_\_\_, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

\_\_\_\_\_(SEAL)  
NOTARY PUBLIC SIGNATURE