



DUPLICATION OF PLANS AND DOCUMENTS

1. The requesting person must provide Building and Safety a complete description of the property and the documents to be copied. Building and Safety will check for availability of the documents and notify the requestor.
2. The person requesting the duplicate plans and documents must submit a completed affidavit to Building and Safety (See attached Building and Safety Form BS56-A). This submittal shall include a fee of \$17.00 when the requested plans are in office, or a fee of \$30.75 for the first 5 boxes when plans are maintained in storage.
3. Building and Safety will assemble the requested plan and documents.
4. Building and Safety is required to notify the appropriate owners, architects, and engineers of the duplication request. After approximately 4 weeks, the requesting person will be notified that the documents are ready for duplication.
5. The requesting person will arrange for a bonded courier to pick up the plans for delivery to and return from a copy company of their choice. This will be at the requestor's expense.
6. After duplication, the plans and documents must be returned to the Building and Safety Office from which they were taken and re-filed appropriately. The duplicated plans and documents may then be released to the requesting person.