



Request for Plan Retrieval / Duplication

Date: _____

You must submit this form by fax or e-mail at PSApplication@glendaleca.gov

To request copies of plans, microfilms, soil's reports or energy calculations please provide letters of authorization from:

- Current property owner
- All original engineer (s)

When required the building department will provide, the Duplication of Plans Affidavit form to be completed and signed by the person requesting to duplicate the official copy of the plans (Per California Health and Safety Code, Section 19850-19853).

Note: A fee will be charged for any requested copies of documents

Address Requested: _____

Requestor's Name: _____

Phone Number: (_____) _____

Cell Number: (_____) _____

E-Mail Address: _____

Please Check Appropriate Box:

Existing Building (Building Permit # _____)

Under Construction (Building Permit # _____)

Single Family Dwelling (Under Construction Only)

Multi-family Dwelling / Commercial

Request to:

View Plans

View Soil's Report

View Energy Calculations

Other _____

For Office Use Only

Taken By: _____

Log #: _____

Plans Yes / No _____

Microfilm Yes / No _____

Letter of Authorization from current owner

Letter of Authorization from original architect

Name _____ Lic # _____

Letter of Authorization from original Engineer

Name _____ Lic # _____

Approval to duplicate plans / microfilm _____

Customer Contacted on: _____ / _____