



CONTRA COSTA COUNTY
DEPARTMENT OF CONSERVATION AND DEVELOPMENT
RECORDS DIVISION
30 Muir Road, Martinez, CA 94553
PH: (925) 674-7213 FAX: (925) 674-7244
WEB: www.cccounty.us/dcd EMAIL: Records@dcd.cccounty.us

RECORDS RESEARCH REQUEST FORM

A \$15.00 minimum fee is required for each request. Pages 1-2 must be completed/signed for all requests.

Your Name:		Date:
Your Street Address:	Suite#:	Phone #:
City/State/Zip:		
Email Address:	Preferred Method of Contact: <input type="checkbox"/> Phone <input type="checkbox"/> Email	
Address(es) to be researched:		
Relationship to address to be researched: <input type="checkbox"/> Owner <input type="checkbox"/> Consultant <input type="checkbox"/> Contractor <input type="checkbox"/> Potential Buyer <input type="checkbox"/> Realtor <input type="checkbox"/> Other:		
I am requesting copies of: Building: <input type="checkbox"/> Permit History <input type="checkbox"/> Inspection History/Certificate of Compliance <input type="checkbox"/> Plans (see items 4 -7 below) <input type="checkbox"/> Structural Calculations <input type="checkbox"/> Grading Documents Planning: <input type="checkbox"/> Planning Project File <input type="checkbox"/> Plans (see items 4 -7 below)		
Additional Information Requested (please be specific):		
Delivery Method: <input type="checkbox"/> Mail *postage and copy fees apply <input type="checkbox"/> Download Link via email <input type="checkbox"/> In-Person viewing (by appointment only)		

TERMS AND CONDITIONS

1. Records research is provided on a first come, first serve basis. Requests may take up to 2 weeks or more. **We cannot guarantee that we will be able to locate any/all documents requested.** You will be notified by phone or email when your request is completed.
2. A \$15.00 minimum fee is due for this request. Fees are payable by cash, check, or credit card in person or online. If paying by credit card, we will email you an invoice to pay online on our ePermits Center website. Please note that there is a 2.5% convenience fee (\$1.00 minimum) charged separately by our 3rd party payment processor for credit card payments.
3. The retrieval / research fee is \$60.00 per hour. The copy fee is \$.10 per page for 8½ x11 and \$.20 for 8½ x14 or 11x17, with a \$1.00 minimum fee. Documents requested to be certified have an additional charge of \$4.50 for the first page and \$1.00 for each additional page. The minimum \$15.00 research fee will be applied as a deposit towards your total research fees. Upon completion of the research, the Records clerk will notify you with the total amount of fees due.
4. **If you are not the property owner and are requesting copies of plans**, you must obtain the current property owner's written permission on this form. The requestor must obtain the current owner's authorization on page two (2) of this form **PRIOR** to submitting this record request.

5. If you are signing the Owner's Authorization to Release Plans on page two (2) of this form on behalf of a corporation, LLC, bank, condominium homeowner's association, etc., please bring a separate letter on official letterhead explaining the authority of the person who signs this form on behalf of the group. If the owner is a trust, please include a copy of the trust that lists your name as a trustee.
6. If requesting copies of plans, requestor must submit the signed and completed AFFIDAVIT FOR PERMISSION TO COPY BUILDING PLANS.
7. If a licensed architect or engineer has stamped the plans/documents, State Law requires written authorization from the licensed professional(s) prior to making the plans/documents available to requestor. This process can take 30 to 40 days. If this applies to you, the Records Clerk will supply you with an AFFIDAVIT AUTHORIZATION REQUEST FOR LICENSED PROFESSIONAL form to be signed by the license professional.

If you are unable to obtain permission from the licensed professional, we can provide this service for you. The cost is an additional \$15.00 to process the AFFIDAVIT AUTHORIZATION REQUEST FOR LICENSED PROFESSIONAL per licensed professional. Once permission is granted by the licensed professional(s) and the documents are prepared, the Records clerk will contact you for payment of all reproduction fees and coordination of delivery.
8. If there is no response from you on your request for 30 days (unless the affidavit process is in effect), your request will be closed. Prior completed research will be destroyed and you will need to resubmit a new records request form and initial fee.
9. Incomplete forms will not be processed.

PROPERTY OWNER'S AUTHORIZATION TO RELEASE PLANS:	
I CERTIFY THAT I AM THE LEGAL PROPERTY OWNER OF THE ABOVE MENTIONED ADDRESS AND THAT I AUTHORIZE THE RELEASE OF PLANS TO THE APPLICANT.	
Signature of Property Owner	Date
Printed Name of Owner	Daytime Phone Number
Street Address	City, State, Zip

REQUESTER'S ACKNOWLEDGEMENT:	
BY SIGNING THIS FORM, YOU, AS THE REQUESTER, ACKNOWLEDGE THAT ANY FEES THAT ARE ASSOCIATED WITH THIS RECORDS RESEARCH ARE YOUR RESPONSIBILITY AND MUST BE PAID IN FULL PRIOR TO RELEASE OF DOCUMENTS. AFTER NOTIFICATION FROM THE RECORDS CLERK THAT THE REQUEST IS COMPLETE, THE REQUESTER HAS THIRTY (30) CALENDAR DAYS TO REMIT PAYMENT OF ADDITIONAL FEES AND PICK UP DOCUMENTS. AFTER 30 DAYS OF NO RESPONSE, THE REQUEST WILL BE VOID AND DESTROYED.	
Signature of REQUESTER	Date



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AFFIDAVIT FOR PERMISSION TO COPY BUILDING PLANS

(COMPLETED BY PERSON REQUESTING DUPLICATE OF OFFICIAL COPY OF BUILDING PLANS)

Requestor Name:	
Street Address:	City, State, ZIP:
Phone Number:	Email:
Address of Plans Requested:	
Building or Planning Application #:	
Purpose:	

I, _____, declare as follows:
Name of person making request

1. I have requested a duplicate copy of the official copy of the plans maintained by the Building Inspection Division of Contra Costa County for the above described address(es).
2. That the copy of the plans shall only be used for the maintenance, operation, and use of the building.
3. The drawings are instruments of professional service and are incomplete without the interpretation of the certified, licensed, or registered professional of record.
4. That subdivision (a) of Section 5536.25 of the Business and Professions Code states that 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.

I further declare under penalty of perjury that the foregoing is true and correct. Executed this _____ day of _____, 20____ in _____, California.

Affiant (Signature)

Printed Name