



Community Development Department

2100 Thousand Oaks Boulevard • Thousand Oaks, CA 91362
 Planning Division • Phone 805/449.2323 • Fax 805/449.2350 • www.toaks.org
 Building Division • Phone 805/449.2500 • Fax 805/449.2575 • www.toaks.org

RECORDS REQUEST (Building and Planning Divisions)

For questions regarding your request, email communitydevelopment@toaks.org
 or call (805) 449-2500 ext. 0 during business hours.

Requestor Information:	I am the	<input type="checkbox"/> Property Owner	<input type="checkbox"/> Contractor	<input type="checkbox"/> Other: _____
Requestor Name: _____	Date: _____			
Phone number: _____	E-mail address: _____			

Documents/Information Requested:				
Property Type:	<input type="checkbox"/> Residential	<input type="checkbox"/> Commercial	<input type="checkbox"/> Industrial	<input type="checkbox"/> Other: _____
Property Address or Location: _____				
Building Records:	<input type="checkbox"/> Permit Details	<input type="checkbox"/> Original Construction Plans	<input type="checkbox"/> Alteration	<input type="checkbox"/> Other: _____
Case Inquiry:	Case #(s): _____			
	<input type="checkbox"/> Approvals	<input type="checkbox"/> Resolutions/Ordinances	<input type="checkbox"/> Conditions	<input type="checkbox"/> Staff Report
	<input type="checkbox"/> Exhibits	<input type="checkbox"/> Other: _____		
Other Information: _____				

Are you viewing the documents only? Yes / No (affidavit must be signed for copies)

You will be contacted within 10 days regarding your request. Release of plans requires owner of record and original architect/engineer authorization. If authorization cannot be obtained, plans will be released 30 days from architect/engineer notification.

Document review in our office is by APPOINTMENT ONLY at no charge. A per page fee applies to photocopies ledger-size and smaller. Photocopies of full-size plans require alternate arrangements.

AFFIDAVIT FOR COPIES OF PLANS

I hereby request the authority to duplicate the official copy of the building plans for: _____
 _____ (building address) and agree:

1. That the plan copies shall only be used for the maintenance, operation, and use of the building.
2. That the drawings are instruments of professional service and are incomplete without the interpretation of the certified, licensed, or registered professional of record.
3. That, as stated in subdivision (a) of Section 5536.25 of the Business and Professions Code states, 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 government agencies, are not authorized or approved by the licensed architects 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.

Executed on (date) _____ Signature: _____

