



VIEW / DUPLICATE BUILDING RECORDS AND PLANS

Building records and plans that the Building Division maintains are public records open to the public for viewing and reproduction. California Health and Safety Code 19851 requires that the City follow certain procedures when requests for the duplication of building plans are made.

Applicant Information

Applicant(s) Name
Address
City State Zip email
Phone
Required

Property Information

Full Address
City State Zip Assessor's Parcel Number (APN)
Development Project / Subdivision Name / Phase: (if known)
Approximate Year Built Permit # (if known)

Type of Building

- Single Family Residential Duplex Apartment Condominium Mix-Use
Commercial (Specify) Other (Specify)

Building Records (mark the appropriate request) View email

By submitting this request, I/we agree to pay the City of Chula Vista the appropriate rate at the time of receipt of copies by myself or my representative.

- Original Building Permit (New Construction) Building Permit Applications
Building Permit Inspection Cards Other
Certificate of Final Completion / Occupancy Plans*

* All plans are for VIEW FIRST ONLY. Duplication requires permission from the property owner and all design professionals and a processing duplication fee of \$187 is due and payable at the time of request for duplication and submission of all required forms.

Do you own the subject property? Yes No Property owner's name
Address City State Zip
phone number email

Currently property owner information may be available from the County Recorder's Office by telephone or in person at all Assessor's branch offices.

Signature Required Date Required

STAFF USE ONLY
Date Case # Tag #
Other
Notes



VIEW / DUPLICATE BUILDING RECORDS AND PLANS INSTRUCTIONS

Building records and plans that the City maintains are public records open to the public for viewing and reproduction. California Health and Safety Code 19851 requires that the City follow certain procedures when requests for the duplication of building plans are made. The following are the steps to ensure that your request is completed in a timely manner.

Building Permit Information Online

Building permits and inspection history for permits issued after 1992 may be available online.

1. For permit information, please go to the following: <https://pip.chulavistaca.gov/citizenaccess/chulavista.aspx>. From there, follow the online instructions.
2. Once the search parameters are entered, a list of permits will be displayed. Click on the permit number for permit information.
3. To view the inspection history, click on "Inspections" and scroll down until the list of "Completed Inspections" is shown.
4. Both the permit information and list of completed inspections can be printed.

Request Records and/or Plans

1. Submit to the Development Services Department a completed "View/Duplicate Records and Plans" form. Include the street address, Assessor's Parcel Number, permit number, type of documents requested (permit, inspection record, plans, etc.) and your contact information. Forms may be submitted by U.S. Mail or electronic mail to the following:

Attn: Building Permits/Research

Development Services Department 276 Fourth Avenue Chula Vista CA 91910

or email: buildingdivision@chulavistaca.gov

2. Staff will determine if the records or plans are in our permanent archives. Please note, the City is not required to keep all plans. For example,
 - Section 19850 of the California Health and Safety Code specifically exempts a jurisdiction from retaining plans for single family homes that are less than 3 stories.
 - We are not required to keep original paper copies or all permits issued by the City.
 - Electrical and plumbing plans for single family homes may not be required and may not be available.
3. Staff will contact the applicant listed on the form within 10 days regarding the availability of the requested records or plans in our archives. Generally, staff will make every attempt to notify the applicant by the end of the next working day.
4. All request for plans are for "view first only". The City will NOT print any plans until permission is granted by the current property owner and any listed certified licensed registered professionals stamped on the plans.

View records and/or plans

1. Once notified by staff of the availability of records and/or plans, please visit the Reception Desk at the Development Services Department Counter.
2. You will have 10 working days from the date of notification to review or have the document copied. The documents will be returned to its original location after 10 working days unless staff has approved an extension of this timeframe.
3. Documents will be brought to the Counter or will be made available for viewing at our self-help computer terminals.
4. Documents cannot be removed from the Development Services Department nor can plans be traced or photographed.
5. Please note that City staff does not interpret plans. If you are unable to read and/or interpret the plans, then it is recommended that you consult the services of a licensed professional (architect, engineer, contractor, etc.).
6. If you will request duplication of plans, please note the necessary building plans' page numbers. This information will be required for duplication of any plans.
7. Please inform the Reception Desk when you are done viewing the requested building plans and return all documents.

Request Duplication of Records and/or Plans

1. Copies of permits can be made at a rate of \$1.00 for the first page and \$0.10 for each additional page or \$5.00 per CD, when in an available and compatible format.
2. Building plans are available for view first only. Plans are the property of the architect/building designer. A plan cannot be duplicated in whole or in part unless letters authorizing the duplication are submitted to the Building Division by both the owner of the building and the architect/designer and for any/all certified professionals that have stamped the plans you wish to duplicate.
3. After viewing plans and to request a copy, please return the application to View/Duplicate Building Records and Plans (Form 4553) along with the Affidavit (Form 4554) to the Reception Desk. If you are the current property owner, please present proof of ownership (Grant Deed or current property tax receipt) and also submit the Declaration of the Original or Current Building Owner (Form 4556).
4. A non-refundable processing duplication fee of \$187 for plans is due and payable at the time of submission of all required forms. This fee covers the cost of processing the request and does not include the cost of duplication.
5. Be prepared for this process to take an estimated 30-60 days to complete. California Health & Safety Code Section 19851 states that a design professional has 30 days to respond to this request and an additional 30 days due to extenuating circumstances.
6. Once permission to copy building plans is granted, plans will be provided to you either by printed copies or electronically.
 - Option A:** Printed copies of building plans are duplicated by a licensed bonded reprographics company at the actual cost of duplication. City staff will make all arrangements for duplication. Applicant will be responsible for payment and pick up with the reprographics company.
 - Option B:** If information is available in a compatible format, you may purchase a CD containing a PDF version of the requested building plans from the Development Services Receptionist. This process takes approximately 2-3 business days to complete. Cost of the CD is approximately \$5