



CITY OF HUNTINGTON BEACH

2000 Main Street
California 92648

Phone: (714) 536-5411
www.huntingtonbeachca.gov

FIRE DEPARTMENT

Plans (or Blueprints) used to install or modify any fire protection or life safety system in the City of Huntington Beach are maintained electronically by the Huntington Beach Fire Department (HBFD). Plans are available, upon request, to be viewed during business hours at the department's counter.

Copying or duplication of plans is only possible when the following criteria has been met:

- A.** Plans that were prepared by a certified, licensed or registered professional cannot be duplicated without the written authorization of that professional of record and the original or current owner of the building. Therefore, before plans can be duplicated, the applicant shall secure their written authorizations to duplicate the plans.
- To obtain permission of the building owner, the applicant shall mail a request for approval to the original or current owner of the building via Certified Mail. Where the building is a common interest development, such as condominiums, the owner is the homeowner's association.
 - To obtain permission of the design professional, the applicant shall mail a request for approval to the professional of record who signed the original documents, or his/her successor, if any, via Certified Mail. The request shall be mailed to the professional of record's most recent address according to applicable State regulatory agency (Board for Professional Engineers, Contractors State License Board, etc.).
- B.** Submit the completed "Application for Duplicate Plans" forms to HBFD staff. Upon acceptance, HBFD will e-mail the plans directly to one of the designated reprographic companies below. Please coordinate a pick up date and time for your plan duplicates directly with the reprographics company.

Plans to be duplicated will be released only to a Department authorized duplicating service. The person (s) requesting duplication shall pay the cost of duplicating the plans directly to the duplicating service.

HB Digital	RCI Image Systems
18331 Enterprise Lane	3700 Industry Ave., Ste. 101
Huntington Beach, CA 92648	Lakewood, CA 90712
(714) 536-3939	(562) 424-1474



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APPLICATION FOR DUPLICATE PLANS – APPLICANT

I, the undersigned, do hereby request a duplicate of the official copy of the plans for the building or structure at: _____, and do hereby declare under penalty of perjury under the laws of the State of California that:

1. The copy of the plans for which I have applied shall be used only for the maintenance, operation and the use of the building located at the address set forth in this application.
2. I acknowledge that the drawings, plans and calculations are instruments of professional service and are incomplete without the interpretation of the certified, licensed, or registered professional of record.
3. I acknowledge that subdivision (a) of Section 5536.25 and 6735 of the Business and Professional Code states that a licensed architect/engineer who signs plans, specifications, reports, or documents shall not be responsible for damages caused by subsequent changes to, or use of, those plans, specifications, reports or documents where the subsequent changes of uses, including change or uses made by the 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 damages.
4. In consideration for the City's approval of this application, I do hereby agree to indemnify and hold harmless the City of Huntington Beach from liability, which may due to my receipt of the copy of the official plan, and any use to which my copy of the plans may be applied.

Signature of Applicant

Print Name

Date

Address of Applicant

City

State

Zip



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FIRE DEPARTMENT

APPLICATION FOR DUPLICATE PLANS – OWNER

Subject: ***Request to Duplicate Official Copy of Fire Plans***

Project Address: _____

Permit Number: _____

In accordance with the provisions of Health and Safety Code Section 19851,

I **DO** **DO NOT:**

grant my permission to reproduce the plans for the project referenced.

Signature of Owner

Print Name **Date**

Current Address **City** **State** **Zip**



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FIRE DEPARTMENT

APPLICATION FOR DUPLICATE PLANS – PROFESSIONAL OF RECORD

Subject: ***Request to Duplicate Official Copy of Fire Plans***

Project Address: _____

Permit Number: _____

In accordance with the provisions of Health and Safety Code Section 19851,

I **DO** **DO NOT:**

grant my permission to reproduce the plans for the project referenced.

Signature of Design Professional

Print Name

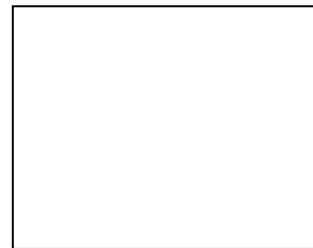
Date

Current Address

City

State

Zip



(wet stamp & signature)