City of Glendale
Building & Safety Division
633 E. Broadway, Rm 101 Glendale, CA 91206
(818) 548-3200 / (818) 548-3215 fax

Request for
Plan Retrieval / Duplication

Date _____

Taken By: _____

You may submit this form by fax or e-mail at PSCApplication@ci.glendale.ca.us

Address Requested _____

Requestor's Name _____

Phone Number ( )

Please Check Appropriate Box:

- ☐ Existing Building (Building Permit # _____)
- ☐ Under Construction (Building Permit # _____)
- ☐ Single Family Dwelling
  (Under Construction or plans prior to 2000 may no longer be availiable)
- ☐ Multi-family Dwelling
- ☐ Commercial

Request to:

- ☐ View Plans
- *☐ Receive Copies of Plans
- ☐ View Soil's Report
- *☐ Receive Copies of Soil's Report
- ☐ Other _____

* To request copies of plans, microfilms, soil's reports or energy calculations please provide:
Letters of authorization from current property owner, original architect,
original engineer, and a notarized Duplication of Plans Affidavit, per
California Health and Safety code, section 19850-19853
Note: A fee will be charged for any requested copies of documents

STAFF USE ONLY BELOW THIS LINE

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: / /