



Request for Plan Retrieval / Duplication

Date: _____

You must submit this form by fax or e-mail at PSEApplication@glendaleca.gov

Address Requested: _____
 Requestor's Name: _____
 Phone Number: (_____) _____
 Cell Number: (_____) _____
 E-Mail Address: _____

Please Check Appropriate Box:

- Existing Building (Building Permit # _____)
- Under Construction (Building Permit # _____)
- Single Family Dwelling (Under Construction Only)
- Multi-family Dwelling / Commercial

Request to:

- View Plans
- View Soil's Report
- View Energy Calculations
- Other _____

* **Receive Copies of Plans**

*To request copies of plans, microfilms, soil's reports or energy calculations please provide letters of authorization from: Current property owner, original architect, and all original engineer(s). When required the building department will provide, the Duplication of Plans Affidavit form to be completed and signed by the person requesting to duplicate the official copy of the plans (Per California Health and Safety Code, Section 19850-19853).

Note: A fee will be charged for any requested copies of documents

For Office Use Only

Taken By: _____
 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: _____ / _____