



CONTRA COSTA COUNTY  
DEPARTMENT OF CONSERVATION AND DEVELOPMENT  
RECORDS DIVISION

30 Muir Road, Martinez, CA 94553

PH: (925) 655-2713 FAX: (925) 655-2750

WEB: <https://www.contracosta.ca.gov/dcd> EMAIL: [Records@dcd.cccounty.us](mailto:Records@dcd.cccounty.us)

## RECORDS RESEARCH REQUEST FORM

*Pages 1-2 must be completed/signed for all requests.*

Your Name:		Date:
Your Street Address:	Suite#:	Phone #:
City/State/Zip:		
Email Address:	Preferred Method of Contact: <input type="checkbox"/> Phone <input type="checkbox"/> Email	
Address(es) to be researched:		
Relationship to address to be researched: <input type="checkbox"/> Owner <input type="checkbox"/> Consultant <input type="checkbox"/> Contractor <input type="checkbox"/> Potential Buyer <input type="checkbox"/> Realtor <input type="checkbox"/> Other:		
I am requesting copies of: <b>Building:</b> <input type="checkbox"/> Permit History <input type="checkbox"/> Inspection History/Certificate of Compliance <input type="checkbox"/> Plans (see items 2,3,7) <input type="checkbox"/> Structural Calculations <input type="checkbox"/> Grading Documents <b>Planning:</b> <input type="checkbox"/> Planning Project File <input type="checkbox"/> Plans (see items 2,3,7)		
<b>Additional Information Requested (please be specific):</b>		
Delivery Method: <input type="checkbox"/> Download Link via Email <input type="checkbox"/> Mail *postage and copy fees apply <input type="checkbox"/> In-Person viewing *by appointment only		

### TERMS AND CONDITIONS

- Records research is provided on a first come, first served basis. The average turnaround time is between 3-10 days for each request. **We cannot guarantee that we will be able to locate any/all documents requested.** You will be notified by phone or email when your request is completed.
- If you are **not the property owner** and are **requesting copies of plans**, you must obtain the original or current property owner's written permission on this form. The requestor must obtain the original or current owner's authorization on page two (2) of this form **PRIOR** to submitting this record request.  
*\*You do not need an owner signature for In-Person Viewing*
- If requesting copies of plans**, you must sign and submit the **AFFIDAVIT FOR PERMISSION TO COPY BUILDING PLANS**. If plans are stamped by a licensed architect or engineer, State Law requires written authorization from the licensed professional(s) to distribute copies of the plans. If stamped plans are found, the Records clerk will notify you for your permission to start the process. The cost to begin the **Affidavit Process** is \$48.00 per licensed professional. The licensed professional(s) has 30 days to respond with their signed permission. Once the signed affidavit is received, the Records clerk will provide you with copies of the plans.

4. If requesting paper copies, the copy fee is \$0.10 per page for 8½ x11 and \$0.20 for 8½ x14 or 11x17, with a \$1.00 minimum fee. Upon completion of the research, the Records clerk will notify you with the total amount of fees due.
5. Fees are payable by cash, check, or credit card, in person or online. If paying by credit card, we will email you an invoice to pay online on our ePermits Center website. For credit card payments, there is a convenience fee charged separately by our 3rd party payment processor (\$1.00 minimum).
6. **Incomplete forms will not be processed.** If there is no response from you on your incomplete request form within 30 days, your request will be closed. Prior completed research will be destroyed, and you will need to resubmit a new records request form.
7. If you are signing **the Property Owner’s Authorization to Release Plans** on page two (2) of this form **on behalf** of a corporation, LLC, bank, condominium homeowner’s association, etc., please bring a separate letter on official letterhead explaining the authority of the person who signs this form on behalf of the group. If the owner is a trust, please include a copy of the trust that lists your name as a trustee.

**PROPERTY OWNER’S AUTHORIZATION TO RELEASE PLANS: (See Terms and Conditions #2 and #7)**

I CERTIFY THAT I AM THE:  ORIGINAL OR  CURRENT  
**LEGAL PROPERTY OWNER OF THE ABOVE MENTIONED ADDRESS AND THAT I AUTHORIZE THE RELEASE OF PLANS TO THE APPLICANT.**

Signature of Property Owner	Date
Printed Name of Owner	Daytime Phone Number
Street Address	City, State, Zip

**REQUESTER’S ACKNOWLEDGEMENT:**

**BY SIGNING THIS FORM, YOU, AS THE REQUESTER, ACKNOWLEDGE THAT ANY FEES THAT ARE ASSOCIATED WITH THIS RECORDS RESEARCH ARE YOUR RESPONSIBILITY AND MUST BE PAID IN FULL PRIOR TO RELEASE OF DOCUMENTS. AFTER NOTIFICATION FROM THE RECORDS CLERK THAT THE REQUEST IS COMPLETE, THE REQUESTER HAS THIRTY (30) CALENDAR DAYS TO REMIT PAYMENT OF ADDITIONAL FEES AND PICK UP DOCUMENTS. AFTER 30 DAYS OF NO RESPONSE, THE REQUEST WILL BE VOID AND DESTROYED.**

Signature of REQUESTER	Date
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**AFFIDAVIT FOR PERMISSION TO COPY BUILDING PLANS**

(COMPLETED BY PERSON REQUESTING DUPLICATE OF OFFICIAL COPY OF BUILDING PLANS)

Requestor Name:	
Street Address:	City, State, ZIP:
Phone Number:	Email:
Address of Plans Requested:	
Building or Planning Application # (optional):	
Purpose:	

I, \_\_\_\_\_, declare as follows:  
*Name of person making request*

1. I have requested a duplicate copy of the official copy of the plans maintained by the Building Inspection Division of Contra Costa County for the above described address(es).
2. That the copy of the plans shall only be used for the maintenance, operation, and use of the building.
3. The drawings are instruments of professional service and are incomplete without the interpretation of the certified, licensed, or registered professional of record.
4. That subdivision (a) of Section 5536.25 of the Business and Professions Code states that 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 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 damage.

I further declare under penalty of perjury that the foregoing is true and correct. Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ in \_\_\_\_\_, California.

\_\_\_\_\_  
Affiant (Signature)

\_\_\_\_\_  
Printed Name