



Town of Ross
Planning and Building Department
Post Office Box 320, Ross, CA 94957

REQUEST FOR DUPLICATION OF PLANS

Date: _____

Architect/Engineer: _____

License number: _____

Address _____

City: _____ State: _____ Zip: _____

Property owner: _____

Address _____

City: _____ State: _____ Zip: _____

Site location/ Project description: _____

Permit #: _____

The Town of Ross Building Division has received a request for permission to duplicate plans or documents that were originally prepared by your office. Section 19851 of the Health & Safety code of the State of California requires that the Building Division, prior to copying plans or documents prepared by a licensed, registered, or certified professional, must first attempt to contact the preparer for permission to copy the plans or documents. Your failure to respond to this letter within 30 days will be treated as consent for duplication of the plans.

I do give. I do not give my written permission to duplicate the above drawings.

Signature: _____ Date: _____

License No. & expiration date: _____

Please sign this request and return it no later than 30 days from the date of the receipt to address above.