CITY OF MOORPARK

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BUILDING PLAN COPY REQUEST PROCESS

Building plans are generally public records and, if available, may be viewed by appointment at City Hall. However, certain plans, such as those for banks, other financial institutions, and public utilities, are exempt from disclosure.

Under **California Health and Safety Code section 19851**, copies of building plans may not be released until the following requirements have been met:

- A completed and signed **Building Plan Copy Request Form**, including the required affidavit.
- Written authorization from the **current or original property owner** (or, if applicable, the homeowners association board of directors) authorizing the release of the plans.
- Written authorization from the **certified, licensed, or registered professional** who signed the plans, or their successor, authorizing the release of the plans.

The licensed professional has **30 days** to respond to the City's request for authorization. Under certain circumstances, this period may be extended to **60 days**. If no response is received within the time allowed by law, the City may release the plans.

Quick Guide to Requesting Building Plans:

1. Submit a Public Records Act request through the City's Public Records Request Portal at **www.moorparkca.gov/records**. Be sure to include the property address.
2. City staff will search for responsive records. If plans are available, you may schedule an appointment with the Building & Safety Division to review them at City Hall. Photography and copying are not permitted during the review; however, you may take written notes or make sketches.
3. If you wish to obtain copies, complete and sign the **Building Plan Copy Request Form**, including the required affidavit.
4. If you are not the property owner, obtain the **Property Owner Authorization Form** signed by the current or original property owner (or, if applicable, the homeowner's association board of directors). If you are the property owner, ownership may be verified by presenting a driver's license or other government-issued identification showing your name and address.
5. Submit the completed Building Plan Copy Request Form and Property Owner Authorization Form (if applicable) to the Building & Safety Division through the NextRequest Portal, in person, or by mail.
6. The City will send a certified mailed request to the certified, licensed, or registered professional(s) of record (or their successor, if applicable). A copy of the request form and signed affidavit will be included with the correspondence.
7. After the applicable response period has expired (30 days, or up to 60 days if extended under state law), the City will notify you if the plans are able to be released. Payment for copying costs must be made in advance. Please refer to the City's current Schedule of Fees and Service Charges for applicable fees.