



**COMMUNITY DEVELOPMENT DEPARTMENT
BUILDING DIVISION**

CITY HALL
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CUPERTINO.ORG

PROCEDURE TO REQUEST COPIES OF CITY APPROVED PLANS

Approved plans and/or construction documents for many projects in the City of Cupertino are stored on an electronic document management system and maintained by the Building Division of the Community Development Department.

Approved plans can be viewed during normal business hours at the public counter.

Plans prepared by a licensed Architect or Engineer cannot be duplicated without the written authorization from both the property owner and the licensed professional of record. Therefore, before these plans can be duplicated, authorization from both the property owner and the licensed professional responsible for the drawings will be required to duplicate the plans.

1) Authorization from current property owner

- A. Homeowners: Current property owner shall sign the '[PERMISSION TO COPY BUILDING PLANS AFFIDAVIT](#)' provided by the City of Cupertino authorizing the REQUESTOR to obtain copies of the plans. Provide a copy of Driver's License/Identification Card along with a copy of the Grant Deed to verify ownership. Property Address and/or legal description must be on Grant Deed.
- B. Properties owned by Management Companies: Authorized agent for Management Company who owns subject property shall sign the '[PERMISSION TO COPY BUILDING PLANS AFFIDAVIT](#)' provided by the City of Cupertino authorizing the REQUESTOR to obtain copies of the plans. Letter of Authorization on company letterhead, authorizing the representative of the Management Company shall also be provided.
- C. Homeowner's Association: Authorized agent for Homeowner's Association of the subject property shall sign the '[PERMISSION TO COPY BUILDING PLANS AFFIDAVIT](#)' provided by the City of Cupertino authorizing the REQUESTOR to obtain copies of the plans. Letter of Authorization on Homeowner's Association letterhead authorizing the representative of the HOA shall also be provided.

2) Authorization from Architect and/or Engineer of Record whose stamp and signature is on the plans requested for duplication

Architect and/or Engineer of Record of record shall sign the '[PERMISSION TO COPY BUILDING PLANS AFFIDAVIT](#)' provided by the City of Cupertino.

Note: Plans which were not prepared by a licensed architect or engineer may be duplicated with written consent of the property owner.

** The Building Department can contact the Architect/Engineer on record on your behalf, if requested.