



RECORDS UNIT
250 Frank H. Ogawa Plaza, 2nd Floor
Oakland, CA 94612
RecordsInfo@oaklandca.gov

Plan Retrieval Request Form

Name: _____

Phone Number: _____

Email address: _____

For Internal Use Only

Subject Address: _____	
Permit #: _____	Box #: _____
Employee Initials: _____	Date: _____

RETRIEVAL INFORMATION

- There are **no fees** associated with this retrieval
- There is **NO GUARANTEE** that the plans will be found; whether they are found or not, you will be notified within **10 business days**.
- If the plans are found, the Records Unit will notify you and schedule a 15 minute viewing appointment.
- Plans are for **VIEWING ONLY** and cannot be taken from our office, photographed, traced, written on, etc.

DUPLICATION INFORMATION

- If you decide you want to duplicate the plans, the Records attendant will provide you with the authorization forms.
- Permission in the form of **wet or digital signature** will be required from the current owner and any professionals who may have stamped the plans (e.g., architects or engineers).
- **Plans for active permits can only be duplicated by the original applicants.**
- You will be responsible for calling the duplication company for price quotes/turnaround times and to have them picked up the approved plans from our office (Records staff will provide the contact information for three authorized duplication companies).
- Once the duplication process is complete, you will pick up the copies from the duplication company that you selected.