



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

VIEWING OR COPYING ARCHIVED PLANS OR PERMITS

To view (or have copied) a building plan or an original permit which is archived with the City of Oakland:

TO REQUEST PLANS OR ORIGINAL PERMITS

- Contact the Records Unit of the Planning & Building Department (PBD) via email at RecordsInfo@oaklandca.gov and complete a "Plan/Permit Retrieval Request" form. Include the street address and/or permit number.
- Records Staff will determine if the plan or permit is in our permanent archives. **NOTE:** We are not required to keep all plans. For example, Section 19850 of the Health and Safety Code exempts a jurisdiction from retaining plans for single family homes that are less than three (3) stories. Nor are we required to keep original paper copies of all permits issued by the City.
- Documents are usually delivered within 10 working days. When received, staff will contact the requestor listed on the "Plan/Permit Retrieval Request" form to set up a 15-minute appointment to view the documents.

TO VIEW A PLAN OR PERMIT

- At the confirmed appointment time, staff will ask you for a form of your identification (e.g., Driver License) and will bring the document to the counter. A viewing table is available in the lobby of the 250 Frank H. Ogawa Plaza building. Documents cannot be removed from the building, nor can plans be traced. When you have finished reviewing the document, or at the end of the appointment (whichever is sooner), staff will take the documents.

TO HAVE COPIES MADE

- Copies of permits can be made. The requestor tells the staff person which pages need to be copied. Copies will be made and an invoice prepared. The requestor pays the cashier and returns to the staff person with the invoice stamped by the cashier. The staff person will then give the requestor the copies and return the Identification originally provided to view the permit.
- Building plans are available for inspection only. The plan is the property of the architect/building designer. A plan cannot be duplicated in whole or in part unless letters authorizing the duplication are submitted to PBD by both the owner of the building and the architect/designer. If the signature of the architect/designer cannot be obtained, contact the Records Unit for further assistance. Owners must present proof of ownership (Grant Deed or current property tax receipt).
- The requestor must sign an affidavit stating that the plan will be used only for the maintenance, operation and/or use of the building (Health and Safety Code Sections 19850-19853).
- The requestor must make arrangements directly with a blue print company for copying services. The blue print company will pick-up the original plan, duplicate it, and return it to the Records Unit. You may make arrangements with the blue print company for your copies to be delivered to you.
- Authorization letters must be submitted prior to the release of plans to a blue print company.

LOCAL BLUE PRINT DUPLICATING SERVICES:

American Reprographic Co.

1700 Jefferson Street

Oakland, CA

510-287-5485

East Bay Blueprint & Supply Co.

1745 – 14th Avenue

Oakland, CA

510-231-2990

Graphic Reproduction

2327 Union Street

Oakland, CA

510-268-9980