



MAINTENANCE OF APPROVED BUILDING PLANS

Section 19850 thru 19853 of the State of California's Health and Safety Code and Section 106.4.2.1 of the Los Angeles Building Code specify which building plans are required to be maintained by the Department. This bulletin summarizes which plans are maintained, the procedures and criteria for plan maintenance, and information relating to obtaining copies of maintained plans.

GENERAL

The Department maintains plans for major commercial buildings constructed prior to 1976, in the form of the original blue prints. From 1976 until July of 1985, the Department maintains copies of plans for major commercial buildings on aperture cards. After July of 1985 the Department maintains copies of all building plans, except the following, and uses microfilm to maintain these plans.

The plans for the following types of projects are not maintained (microfilmed):

1. In non-hillside areas, single family dwellings or multiple family dwellings which are not part of a common interest development and not more than two stories and basement in height.
2. Garages and other structures appurtenant to buildings described in item 1 above.
3. Farm or ranch buildings.
4. Any one-story building where the span between bearing walls does not exceed 25 feet. This exception does not apply to steel frame or concrete buildings.
5. Alterations to commercial buildings, apartments and hotels which do not require the signature of a licensed civil or structural engineer or architect.
6. Alterations to buildings containing a bank, other financial institution, or public utility.
7. Wall Signs with area less than 100 square feet and Projecting Signs with area less than 20 square feet.
8. Retaining walls less than 3'-6" in height.

FEES

A plan maintenance fee pursuant to Section 107.4.3 of the Los Angeles Building Code shall be collected at the time the permit is issued for the plans that are to be microfilmed. (See Section V for fees to obtain copies of plans.)

PLAN STANDARDS FOR MICROFILMING READABILITY

To assure that copies of the microfilmed plans are readable, the final copy of plans for permit issuance shall comply with the following minimum standards:

1. All plans shall be legible. Faint pencil drawings, faint carbon copies, and faint blueprints are not acceptable.
2. The background shall be as light as possible and of uniform density.
3. The drawings shall be rolled. Folded plans are not acceptable.
4. The size of each sheet of the plans is limited to a maximum of 36" x 45."

OFFICIAL STAMP BY THE DEPARTMENT OF BUILDING AND SAFETY

The first sheet must be stamped with the "APPROVED PLANS" stamp.

REPRODUCTION OF MAINTAINED PLANS

1. REQUIRED AUTHORIZATIONS

Plans maintained by the Department may not be duplicated in whole or in part without:

Option #1:

- The written permission from the certified, licensed, or registered professional or his or her successor, if any, who signed the original documents, **and**;
- A copy of the current grant deed, **and**;
- The written permission from the current owner of the building, or, if the building is part of a common interest development, with the written permission of the board of directors or governing body of the association established to manage the common interest development.

Option #2:

- i. An order of a proper court.

2. REQUIRED AFFIDAVIT

The person requesting to duplicate the official copy of the plans shall complete and sign an affidavit for the Department stating all of the following:

- a. The copy of the plans shall only be used for the maintenance, operation, and use of the building.
- b. The drawings are instruments of professional service and are incomplete without the interpretation of the certified, licensed, or registered professional of record.
- c. That Subdivision (a) of Section 5536.25 of the Business and Professions Code states that the licensed architect who signed the plans, specifications, reports, or documents shall not be responsible for damage caused by subsequent changes to, or use of, those plans, specifications, reports, or documents, where the subsequent changes or uses are not authorized or approved by the licensed architect.

3. FEES TO OBTAIN COPIES OF PLANS

When building plans are authorized for reproduction, for each set of plans that are duplicated, the Department shall collect a \$9.00 service and surcharge fee along with \$1.00 for each sheet requested to be photocopied.

INSPECTION OF PLANS

The copy of plans maintained by the Department may be viewed (but not copied) on the premises of the Department without the required authorization from the owner and the design professional as stated in Section V above.

EXCEPTION: Plans or portions of plans for restricted high-rise buildings, buildings containing a bank, other financial institution, or public utility may not be viewed without written permission of the building owner. This permission shall be in the form of a letter from the current building owner with his/her notarized signature(s).