



City of Camarillo

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Office of the City Clerk • (805) 388-5316 • Fax (805) 388-5318 • cityclerk@cityofcamarillo.org

PUBLIC RECORDS REQUEST

Name: _____

Company (if applicable): _____

Address/City/Zip: _____

Telephone: _____ Email: _____

REQUESTED RECORDS: provide a specific description of the records and list each record separately (if you need additional space, please use the back of this form).

Continued on next page.

Copies requested?

YES. I understand there is a cost associated with this request (see below) which must be paid prior to receipt of copies. Prior to obtaining **copies of building plans**, we must obtain permission from the architect and/or engineer of record and current property owner. This process can take up to 45 days. **If requesting copies of building plans, please complete affidavit on back.**

NO. I just wish to view the records.

Signature: _____ Date: _____

For Official Use

Received by: _____ Date: _____

Approved by: _____ Date: _____

Copies: No. of pages: ____ @ 25¢ per page = \$ _____

Copies FPPC filings: No. of pages: ____ @ 10¢ per page = \$ _____

Certification: \$13 (up to 3 documents; \$5 each additional) = \$ _____

Copy of existing DVD/CD: No. of DVD/CDs: ____ @ \$2 each = \$ _____

Electronic Data: No. of DVD/CDs: ____ @ \$17 each = \$ _____

Postage if mailed: Actual cost = \$ _____

Total Cost: \$ _____

REQUESTED RECORDS (Continued):

Must be completed to obtain copies of building plans.

Affidavit Pursuant to California Health and Safety Code Section 19851

I acknowledge the following:

- (1) That the copy of the plans shall only be used for the maintenance, operation, and use of the building.
- (2) That drawings are instruments of professional service and are incomplete without the interpretation of the certified, licensed, or registered professional of record.
- (3) That subdivision (a) of Section 5536.25 of the Business and Professions Code states that a licensed architect who signs 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, including changes or uses made by state or local governmental agencies, are not authorized or approved by the licensed architect who originally signed the plans, specifications, reports, or documents, provided that the architectural service rendered by the architect who signed the plans, specifications, reports, or documents was not also a proximate cause of the damage.

I declare under the penalty of perjury under the laws of the State of California that I have read and understand this Affidavit and will comply with all of the requirements of this Affidavit in regard to the plans I have requested from the City of Camarillo.

Signature: _____ Date: _____