



REGULATIONS COVERING

Request for Duplicate Job Card, Plans, Certificate of Occupancy, or Other Issued Documentation

CITY OF HEMET BUILDING DIVISION
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(951) 765-2475

INFORMATION
BULLETIN

135

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There are many reasons that people require duplicate copies of job cards, plans, permits, certificate of occupancy and other documents issued from the Building Division. Unfortunately, on occasion it is not as simple as making photo copies. Following is the procedure of requesting such documents:

ACTIVE JOBS:

Duplicate Job Card only:

A duplicate Job Card with no plans fee is \$3.00.

Homeowner/Applicant drawn plans:

If you yourself as the property owner drew and submitted the documents you may receive duplicates of your plans by simply completing the form on the reverse and submitting it to the Building Division. Upon receipt of the request we will locate the requested documents and duplicate them for you. If the documents do not require an outside agency to duplicate the plan, the copies will be available within 48 hours. The approximate fee for this is \$15.00. If the documents require an outside agency's services the copies will be available within 1 week and the fee will be a minimum of \$23.00 plus the actual fees charged by the outside service.

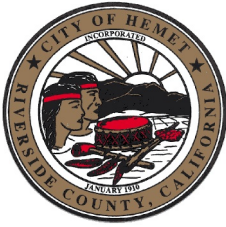
Architect/Draftsman Drawn Plans:

If your project is still active and you had an architect or other design professional draw your plans we are required by state law to obtain permission from that person prior to duplicating the plans. You can contact this person and have them provide us with a letter giving the City of Hemet permission to duplicate the plans and specifications for the specific project. This letter must be on their original letterhead and signed by the design professional. Upon receipt of this permission letter, we will start the process to duplicate the plans. The copies will

be available within 1 week of the letter being received and the minimum cost will be \$23.00 plus the actual fees charged by the outside service. If you would like the City to try and contact the Architect/Engineer we require you to make a request with a notarized letter. A \$150.00 non-refundable deposit is also required. This pays for staff time along with the duplication of the plans if we obtain permission. More money may be required depending on the size of the plans.

Completed Job:

If you are requesting plans for a job that has been finalized, you will need to complete the "Affidavit for Duplication of Official Plans". We will then begin to research the file. Upon locating the individuals that need to be contacted, the city will send out the necessary documents. The applicant has up to 60 days to respond. If a response has not been received within the time frame, the plans can then be duplicated. If the individuals do provide authorization, upon receiving that authorization, we will send the plans out for duplication. The fee can not be estimated for this service. However, we do require a \$100.00 deposit be paid to the City of Hemet at the time of the request. Then any additional fees will be asked for.



City of Hemet Facility File Request for Copies

Type of Request (Check One)	Certificate of Occupancy	<input type="checkbox"/>
Comments:	Permits	<input type="checkbox"/>
	Duplicate Job Card - \$ 3.00 Charge For any additional copies please see fee schedule below.	<input type="checkbox"/>
	Complete File Status	<input type="checkbox"/>
Address(s) to be Copied :		
Fees		
A fee of .25 cents for the first copy and .10 cents for each additional copy will be charged.		
In addition a rate of \$ 10.00 will be charged per every fifteen (15) minutes of staff time.		
FEE AMOUNT: \$	# OF COPIES MADE:	
ACCOUNT # : 1610		
Time Frames		
Smaller Projects:	7 working days	
Larger Projects:	14 working days	
Contact Information		
Name:		
Address:		
Phone:		
Signature:		Date:

