



City of Laguna Niguel
Community Development Department
30111 Crown Valley Parkway
Laguna Niguel, CA 92677
949-362-4360
www.cityoflagunaniquel.org

REQUEST FOR BUILDING PLAN COPIES – FORM 152

STEPS TO OBTAIN COPIES OF BUILDING PLANS

Thank you for inquiring about building plans. Please fill out the requested information below. City staff will confirm the requested records are in the City's possession. Please note, the City of Laguna Niguel may not have all plans for a specific property. If no record is located, you will be notified by email and the request will be closed. If plans are located, staff will follow the procedure detailed below.

PLEASE COMPLETE ALL SECTIONS

REQUESTOR NAME: _____

PROPERTY ADDRESS: _____

REQUESTOR EMAIL: _____

PHONE NUMBER: _____

PROPERTY TYPE (SELECT ONE): TRACT HOME* _____ CUSTOM HOME _____ COMMERCIAL _____ OTHER _____

* For Tract Home Plans - See list of applicable tracts on reverse and list it here: _____

YEAR BUILT: _____

IMPORTANT

If requesting Permit History ONLY, please email bpermit@cityoflagunaniquel.org

Upon Submitting Your Request, Please Take Note of the Following:

- Plans Prior to City Incorporation – Construction plans are not available for building permits prior to the incorporation of Laguna Niguel in 1989.
- Tract Homes – Building plans for tract homes are for model homes only. These are typically filed under the name of the subdivision and cannot be located by property address. If the subdivision is not listed in the attached list, the City does not have the original building plans.
- Residential Plans – Construction plans are not required to show mechanical, electrical, or plumbing information (MEP).

Request/Authorization Procedure: In order to duplicate official building plans, Section 19851 of the Health & Safety Code requires the written permission of the certified, licensed or registered professional who signed the original documents and the written permission of the original or current owner of the building, or, if the building is part of a common interest development, the governing board. In addition, the requester is required to submit a signed affidavit declaring, among other things, that the copies of the plans will only be used for the maintenance, operation, and use of the building. City staff will provide notice of the application to the licensed professional along with the signed affidavit requesting authorization to duplicate the plans. The licensed professional has 30 days to respond, at which time, you will be notified of the disposition of your request. If authorized, City staff will notify you of the means and method to obtain the duplicated plans. Should you have technical questions about the plans, please contact the Building Division at (949) 362-4360.

Next Steps: Submit this form and the attached affidavit to Building Division staff during public counter hours (8 am – 4 pm) or by email at buildingplans@cityoflagunaniquel.org.

STAFF USE ONLY

REQUEST NO	REQUEST DATE	DUE DATE

TRACT HOME BUILDING PLANS

ANDORRA AT BEAR BRAND BEACON HILL
BEACON HILL COURT
BEACON HILL COVE
BEAR BRAND
CAMERAY POINTE
CLUBHOUSE PLAZA
COLINAS DE CAPISTRANO COVINGTON
HOMES CORONADO POINTE
COSTA BRAVA
COUNTRY VIEW FOXBORO HEIGHTS
COUNTRY VILLAGE
CREST VIEW
CROWN ROYALE
EXPRESSIONS AT RANCHO NIGUEL
FIELDSTONE
HILLCREST
HILLCREST ESTATES
HILLCREST VILLAGE
KITE HILL ESTATE
LAGUNA CREST ESTATES
LAGUNA CREST HOMES
LAGUNA HEIGHTS SHOPPING CTR
LAGUNA II MODELS
LAGUNA NIGUEL GARDENS
LAGUNA NIGUEL II
LAGUNA WOODS
MARINA HIILS
MARINA HIILS - Amarante
MARINA HIILS - Chandon
MARINA HIILS - Encore
MARINA HIILS - Siena
MARINA HILLS - Bellagio
MARINA HILLS - Palacio
MARINA HILLS - Terracina
MARINA HILLS - The Heights
MARINERS BLUFF MONACO
MONARCH POINT
MONARCH SUMMIT
MONARCH SUMMIT I
NIGUEL RANCH
NIGUEL SUMMIT CAPRI MODELS
OCEAN RANCH
OCEAN RANCH - THE EXECUTIVE COLLECTION
OFF HIDDEN HILLS

PALACIO
POTOMAC LANADING SEA CALL
RANCHO NIGUEL
RANCHO NIGUEL COMMERCIAL CTR
RANCHO NIGUEL CONDOS
RANCHO NIGUEL MODEL HOMES
REGGIO
RIVERA
SAN JOAQUIN HILLS - Cornerstone
SAN JOAQUIN HILLS - Fiora
SAN JOAQUIN HILLS - Glen Cove
SAN JOAQUIN HILLS - Mariposa
SAN JOAQUIN HILLS - The Knolls
SAN LUIS
SAN MARIN MODELS
SIENA
SITE KNOLLS
SOMERSET
SOMERSET RIDGE
SOUTH PEAK
SOUTH PEAK 5000 SERIES MODEL HOMES
SOUTH PEAK MODEL HOMES
SPARROW HILLS
STONEY POINTE
STREETS CROWN RIDGE/KING VIEW
SUMERSET POINT HAMPTON BLUFF
SUMERSET POINT HAMPTON BLUFFS II
SUMMER WALK II
SUNRISE
SUNRISE AT LAGUNA NIGUEL
SUNRISE COMMUNITY
TAMPICO
THE KNOLLS
THE SUMMIT
VILLA NIGUEL COLINA DE CAPISTRANO VILLAGE
NIGUEL GARDENS
VILLAGE NIGUEL GARDENS II
VILLAGE NIGUEL GARDENS III
VILLAGE NIGUEL HOMES
VILLAGE NIGUEL HOMES I
VILLAGE NIGUEL HOMES II
VILLAGE NIGUEL VISTA II
VILLIAGE NIGUEL GARDENS
VISTA MAR
VISTA MONTE
VISTARA MODEL COMPLEX



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AFFIDAVIT REQUEST TO DUPLICATE OFFICIAL BUILDING PLANS

Requestor Name (please print): _____

Requestor Address: _____

City, State, Zip: _____

ADDRESS REQUESTING: _____

I do hereby declare that the plans requested for above address shall be used only for the maintenance, operation, and use of the building. I request to be provided with a duplicate of the official building plans for the following reason:

In making this request, I understand I am legally bound by the following provisions of California Health and Safety Code section 19851, subdivision (c):

- 1) The copy of the plans shall only be used for the maintenance, operation, and use of the building;
- 2) The drawings are instruments of professional service and are incomplete without the interpretation of the certified, licensed, or registered professional of record; and,
- 3) Subdivision (a) of Section 5536.25 of the California 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 government 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.

This declaration is submitted for the sole purpose of obtaining the architect, engineer and owners authorization to obtain a copy of the plans for the building described above. I declare that I have read and understand all of the above. I agree to comply with all restrictions placed upon my use of the building plans.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Signature of Requester: _____ Date: _____