



City of Laguna Niguel  
Community Development Department  
30111 Crown Valley Parkway  
Laguna Niguel, CA 92677  
949-362-4360  
[www.cityoflagunaniquel.org](http://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](mailto: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](mailto: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:

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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: \_\_\_\_\_