

CITY OF ANAHEIM  
PLANNING DEPARTMENT  
BUILDING DIVISION

Processing Fee \$ 100.00

**PLAN DUPLICATION REQUEST**

Last Name	First Name	Company Name (if applicable)

Mailing Address (Street)	City/State/Zip	(Area Code) Phone Number

E-mail Address	How would you prefer to be contacted?

**REQUEST INFORMATION**

What address are you doing research on or need copies of plans for?  
\_\_\_\_\_

Project Architect(s): \_\_\_\_\_  
\_\_\_\_\_

Project Engineer(s): \_\_\_\_\_  
\_\_\_\_\_

Page(s) to be copied: \_\_\_\_\_  
\_\_\_\_\_

(Signature)	(Date)

Option B (Purchase CD) + \$10.00

**For Office Use Only.**

- Written authorization from property owner(s) received on: \_\_\_\_\_
- Written authorization from architect(s) and/or engineer(s) received on: \_\_\_\_\_
- CD production requested by Permit Technician on: \_\_\_\_\_
- CD production completed by Clerk or Office Specialist on: \_\_\_\_\_
- Applicant informed that CD is ready for pick up on: \_\_\_\_\_
- CD containing Building plans picked up by applicant on: \_\_\_\_\_

Additional notes: \_\_\_\_\_

Verified By: \_\_\_\_\_ Date: \_\_\_\_\_

Request completed on: \_\_\_\_\_