

## City of Signal Hill Building Department



The building safety program regulates the building construction process by:

- Conducting field inspections
- Coordinating the plan check process by logging and reviewing plan submittals for compliance with local and state codes
- Issuing permits
- Issuing certificates of occupancy

Permit Issuance and Plan Check Submittal Hours:

Mondays through Friday from 11:00 a.m. to 12:00 p.m. and by appointment only in the afternoon

Inspection hours are Monday through Friday from 8:00 a.m. to 11:00 a.m.



### CITY OF SIGNAL HILL

Community Development Department  
2175 Cherry Avenue  
Signal Hill, CA 90755  
(562) 989-7340 Main  
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www.cityofsignalhill.org

06/07/2016

## CITY OF SIGNAL HILL



## HOW TO REQUEST THE DUPLICATION OF THE OFFICIAL COPY OF BUILDING PLANS



**2175 Cherry Avenue  
Signal Hill, CA 90755  
www.cityofsignalhill.org  
(562) 989-7340**

## Duplication of Building Plans

The official copy of the plans maintained by the Building Department of the City of Signal Hill are open for inspection on the premises of the Building Department as a public record.

Plans and documents (structural calculations, etc.) associated with them that are prepared, signed, and stamped by a certified, licensed or registered design professional may only be released for duplication in accordance with Health and Safety Code section 19850.

Requestors may verify plans are on file at City Hall during Building Counter Hours between 11:00 a.m. and 12:00 p.m. on Monday through Friday or requestors may make an appointment during the afternoon by calling (562) 989-7340.

It is possible that the desired plans are stored off-site. They may be retrieved for review upon submitting a *Request for Record Retrieval* with the fee for

record retrieval from offsite storage (currently \$35.00). Retrieval may take up to two days. Once the plans are at the Building Department, the official copy may be reviewed on site, however, to obtain a copy, please follow the procedures below for duplication.

**No copies can be made without written permission from both the property owner and the licensed professional who signed the plans. If the building is part of a common interest development (i.e. condominium), the written permission of the board of directors or governing body of the association established to manage it is required.**

**If the request is returned via the mail as undeliverable, the Building Department may allow the plans to be duplicated without the professional's approval if the owner or governing body has given their permission.**

Upon receipt of permissions, the requestor will utilize a reprographic

contractor to pick up and copy the plans. The reprographic company will contact the requestor directly regarding their order. The requestor is responsible for paying all duplication costs.

The reprographics vendor must be a bonded blue print company.

Documents that are **not** prepared, signed and stamped by a licensed professional may be released for duplication on request per the City of Signal Hill Schedule of Service Fees and Charges:

Up to first 30 pages	\$0.30/page
Over 30 pages	\$0.20/page
CD copies	\$5.00 each

