



**COUNTY OF PLUMAS**  
**PLANNING DEPARTMENT**  
555 MAIN STREET  
QUINCY, CA 95971  
**PLANNING DIRECTOR**  
**TRACEY FERGUSON, AICP**  
(530) 283-6214 (phone)  
(530) 283-6134 (fax)  
[traceyferguson@countyofplumas.com](mailto:traceyferguson@countyofplumas.com)

## REQUEST FOR PUBLIC RECORDS

**Requests will be processed in compliance with the Public Records Act (PRA)**  
**California Government Code Section 6250 et seq.**

Upon a request for a copy or inspection of records, the County shall, within 10 days from receipt of the request, determine whether the request, in whole or in part, will be made available and shall promptly notify the person making the request of the determination and the reasons therefore. In certain circumstances, the time limit may be extended for more than 14 days by written notice to the person making the request, setting forth the reasons for the extension and the date on which a determination is expected to be dispatched.

Requests for copies including building plans will be processed in compliance California Health and Safety Code § 19851. Pursuant to § 19851 (b) Any building department of a city or county, which is requested to duplicate the official copy of the plans maintained by the building department, shall request written permission to do so from the certified, licensed, or registered professional, or his or her successor, if any, who signed the original documents.

Upon receipt of the request, the Planning Department will contact the licensed, registered, or certified professional on record. The individual on record has up to 30 days within receipt of the request to respond.

Please note that you will be contacted when the information is available for pickup and/or inspection, or the information will be emailed to you at your request. All document duplication fees are due and payable in full and are based on the County Planning Department's current fee schedule.

Requested by: \_\_\_\_\_

On behalf of: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**I AM REQUESTING THE FOLLOWING DOCUMENTS: (Please be specific)**

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**I WOULD LIKE THESE DOCUMENTS: (Check One)**

- Emailed
- Made available for visual inspection at the Planning Department public counter
- Photocopied and picked up at the at the Planning Department public counter (\$0.10 per page unless otherwise specified by law)

**COUNTY OF PLUMAS**  
**PLANNING DEPARTMENT**  
555 MAIN STREET  
QUINCY, CA 95971  
(530) 283-7011 (phone) / Select Option #2  
(530) 283-6134 (fax)  
**DIRECTOR TRACEY FERGUSON**  
[traceyferguson@countyofplumas.com](mailto:traceyferguson@countyofplumas.com)

## **AFFIDAVIT OF PARTY REQUESTING INSPECTION/DUPLICATION OF OFFICIAL PLANS**

1. I, \_\_\_\_\_, hereby certify as follows:  
(FULL NAME)

Check One:

I am an individual acting solely on my own behalf.  
 I am employed as \_\_\_\_\_ for \_\_\_\_\_,  
(TITLE/JOB POSITION) (EMPLOYER/REQUESTING PARTY)

am acting on behalf of \_\_\_\_\_, and am authorized by such party to  
(EMPLOYER/REQUESTING PARTY)

make this request and bind such party to the covenants and representations made herein.

I am serving as the agent for \_\_\_\_\_.  
(REQUESTING PARTY)

I am acting on behalf of \_\_\_\_\_, and am authorized by such  
(REQUESTING PARTY)

party to make this request and bind such party to the covenants and representations made herein.

2. At the end of this Affidavit Exhibit "A" provides list of official documents on file with the Planning Departments of the County of Plumas. I am requesting that these documents be made available to me for copying pursuant to the California Public Records Act.
3. I hereby acknowledge, on behalf of myself and any other party identified in paragraph one (1) above that the copy of the drawings requested shall only be used for the maintenance, operation and use of the subject building(s).
4. I hereby acknowledge, on behalf of myself and any other party identified in paragraph one (1) above, that I/we understand plot plans are instruments of professional service and are incomplete without the interpretation of the certified, licensed, or registered professional of record.
5. I hereby acknowledge, on behalf of myself and any other party identified in paragraph one (1) above, that I/we understand pursuant to subdivision (a) of Section 5536.25 of the Business and Professions Code, 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 governmental

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.

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

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, at  
\_\_\_\_\_, California.

\_\_\_\_\_  
(SIGNATORY)

On behalf of:

\_\_\_\_\_  
(REQUESTING PARTY, IF SIGNATORY IS NOT ACTING IN HIS/HER OWN CAPACITY)

**EXHIBIT “A”**  
**RECORDS REQUESTED**  
(Check all that Apply)

<b>PLANNING DOCUMENTS</b>	
	Special Use Permit
	Lot Line Adjustment
	Owner Initiated Merger
	Variance
	Zone Change
	Sign Permit
	Site Development Permit
	Tentative Map
	Modification of Recorded Map
	Planned Development Permit
	Williamson Act Contract
	Permit to Mine / Reclamation Plan
	Campground Permit
	Mobilehome Park / RV Park Information
	Certificate of Compliance
	California Environmental Quality Act (CEQA)
	Other

Other (Please Specify):  
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\_\_\_\_\_