



**CITY OF FOSTER CITY**

Community Development Department  
Building Division  
610 Foster City Blvd, Foster City, CA 94404  
Phone: 650-286-3227 | Email: [building@fostercity.org](mailto:building@fostercity.org)

Date: \_\_\_\_\_

To: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Subject: **Request for Release to Allow Photocopying of Plans and/or Documents**

Documents: \_\_\_\_\_

Address: \_\_\_\_\_

A person, firm or corporation has requested that copies be made of plans and/or documents signed by the above-named person or firm.

Per Assembly Bill 2907, passed September 9, 1998, a request is made of you by the enclosed affidavit to allow copying of the documents listed in the affidavit.

Failure to respond within 30 days of the date of receipt of this notice could allow us to make the copies requested. Also, refusal without justification could allow us to make the copies requested.

Please sign the appropriate line below:

Permission is **given** to make copies: \_\_\_\_\_ Date: \_\_\_\_\_

Permission is **refused** to make copies: \_\_\_\_\_ Date: \_\_\_\_\_

Thank you for your cooperation in this matter. If you have any questions, please contact me between 8:00 a.m. – 12:00 a.m. or 1:00 p.m. – 4:00 p.m. at 650-286-3227.

Sincerely,

Prabath Silva  
Chief Building Official