



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

LETTER TO PROPERTY OWNER (IF THEY ARE NOT THE REQUESTING PARTY)

Date: _____

Re: _____

To Whom It May Concern:

We have received a request from _____ for copies of the _____ drawings for the above-referenced property. Before responding to the request, the City is required per California Health and Safety Code Section 19851 to request your permission to copy and produce the documents. Attached is the Permission to Copy Plans Affidavit required by Section 19851, and a copy of the full text of the Health and Safety Code Section 19851 for your reference.

As required by Section 19851(a) and (b), this certified letter shall serve as a request for permission to copy these plans.

Kindly review the box at the bottom of the enclosed Permission to Copy Plans Affidavit and return a signed original to my office. Please respond within 30 days to the above-referenced request, either granting or denying permission. Failure to respond within 30 days will be deemed as consent.

If you have any questions, please feel free to give me a call. Thank you for your anticipated cooperation in this matter.

Sincerely,

Prabath Silva
Chief Building Official

Enclosures