

Do you have building plans for my house?

If your house was built prior to 1971 (when Foster City was incorporated) it is unlikely that the City will have the original plans for your house. When the City was incorporated, San Mateo County provided the City with a microfilm copy of the Building Permit Application and in some cases a copy of the Site Plan was also provided. The County does not have any plans for Foster City on file.

If your house was built after 1972, **typical** plans may be available for viewing between 8:00 A.M. and 4:30 P.M. Monday through Friday.

These plans may only be copied if the City has a written approval on file from the original architect/engineer. The City will provide copies of plans upon payment of the following fees, whichever is greater (unless a lesser statutory fee is applicable):

- a) \$3.80 first page; \$0.70 per page thereafter; or
- b) The direct costs of duplication as charged by an outside service; or
- c) As authorized in the City/District Master Fees and Service Charges Schedule.

If no prior written approval from the original architect/engineer is on file, you will be charged a non-refundable \$76.70 fee and will need to complete a form indicating exactly which pages or portions of the documents you desire. The City will then request approval from the original architect/engineer. If the City is unable to obtain written approval from the architect/engineer you will not be able to copy the plans, however you may review the plans and take notes.

If a Building Permit has been issued for any alterations to your house (after 1972) the plans and permit will be located in electronic format at City Hall.

Appointments may be made to use the electronic public desktop. To schedule an appointment, please contact the Building Inspection Division.