City of Tustin
City Clerk's Office

300 Centennial Way
Tustin, California 92780
Office: 714-573-3026
Fax: 714-832-6382
Email: cityclerk@tustinca.org

Request for Public Records

Requests will be processed in compliance with the Public Records Act California Government Code § 6253.

Upon a request for a copy or inspection of records, the City shall, **within 10 days (30 days or more if requesting copies of building plans – please see below)** 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 prescribed in this section may be extended 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.

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 City's current fee resolution.

Requests for copies of 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 building 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.

Requested by: _____

On behalf of: _____
Address: _____ City: _____ Zip: _____

Phone: _____ Fax: _____ Email:_____

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

I WOULD LIKE THESE DOCUMENTS: **(check one)**

___ EMAILED

___ MADE AVAILABLE FOR INSPECTION

___ PHOTOCOPIED
($.10 per page unless otherwise specified by law)

___ DIGITAL CD COPY
($15 per CD for files too large to send via e-mail)