



# RECORD SEARCH APPLICATION

Date Requested:	Map & Tax Lot #:
-----------------	------------------

Street Address: (One address per request – exact address required.)

Applicant Name:	Contact Phone #:
-----------------	------------------

Representing:	Email Address:
---------------	----------------

**Record searches may take up to two (2) weeks to process. It is possible that no records or documentation for this address may be found and that microfiche quality may be poor or unreadable.**

### SEARCH INFORMATION REQUESTED

<b>Commercial</b> _____ _____ All permits and inspection history _____ Copies of plans* _____ Other _____ _____ _____	<b>Residential</b> _____ _____ All permits and inspection history _____ Copies of plans* (Note: Residential buildings completed before 2017 will most likely not have plans) _____ Other _____ _____
-----------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**\*If you would like copies of the plans, you will be required to submit a REQUEST FOR REPRODUCTION OF COPYRIGHTED MATERIALS form.**

FEES FOR SERVICES	PRICE FOR COPIES
<ul style="list-style-type: none"> <li>\$20.00 minimum, non-refundable charge for the first 45 minutes</li> <li>If additional research time is required, the customer will be notified and charged \$27.50 per hour.</li> </ul>	Regular paper copies from photocopier or LaserJet: <ul style="list-style-type: none"> <li>0-5 pages (copies 11"x17" or smaller) Free</li> <li>6 + pages (copies 11"x17" or smaller) \$0.25 per page</li> <li>Oversize Documents \$5.00 per page</li> </ul> Color copies or prints \$1.50 per page Microfiche copies \$0.75 per page

Please read and sign. I understand that there is a minimum \$20.00 charge for each address request and that there will be additional charge for copies (listed above).

Applicant signature: \_\_\_\_\_

For additional information on these record research services, contact Inspection Support at [inspectionssupport@ci.eugene.or.us](mailto:inspectionssupport@ci.eugene.or.us) or 541-682-5283.

Completed application should be sent to [inspectionssupport@ci.eugene.or.us](mailto:inspectionssupport@ci.eugene.or.us).

# REQUEST FOR REPRODUCTION OF COPYRIGHTED MATERIALS

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Property: \_\_\_\_\_  
Permit: \_\_\_\_\_  
Description of Materials: \_\_\_\_\_  
\_\_\_\_\_

Please check all that apply:

- I have been granted copying privileges by the copyright owner or architect  
Name of owner or architect: \_\_\_\_\_
- I am not required to obtain a copyright release from the copyright owner or architect because:
- I intend to use the copies made for "...purposes such as criticism, comment, news reporting, teaching, scholarship, or research..." as allowed by fair use doctrine. I understand I cannot use these copies for commercial gain.
  - The materials were created prior to March 1, 1989 and there is no copyright notice on the plans.
  - The materials were created prior to 1923 and therefore in the public domain.
- None of the above applies because my request does not contain any materials protected by copyright law.

Agreement:

- I agree to defend, indemnify and hold harmless the City of Eugene, its officers, employees and agents from any and all claims, actions, damages and liabilities arising or related to any copyright violation claim(s) made against the City as a result of the reproduction of any materials identified in the copy request.

By signing below, I verify that I have read and understand all terms set forth herein

Signature \_\_\_\_\_

**Q: What is a copyright?**

A: A copyright is the exclusive right of the copyright holder to copy, reproduce or make derivative works of their copyrighted material, such as architectural plans and drawings.

**Q: Why is the City treating architectural works (plans and drawings) differently than other types of documentation?**

A: While many types of work may be eligible for copyright protection, architectural works are given specific protection under U.S. Copyright law. (An architectural work is “the design of a building as embodied in any tangible medium of expression, including a building, architectural plans or drawings. The work includes the overall form as well as the arrangement and composition of spaces and elements in the design, but does not include individual standard features.”)

**Q: Why is the City saying architectural plans are copyrighted if I don’t see the © symbol on it?**

A: There are a few reasons. On and after March 1, 1989, it was no longer necessary for copyright holders to place the symbol on a work for it to have copyright protection. Also, architectural works are given specific protection under U.S. Copyright law.

**Q: Doesn’t Oregon Public Records Law mean the City has to give copies to the public?**

A: No. Federal copyright law supersedes Oregon Public Records law. Requestors still do have the right to view copyrighted material under the Public Records law, but may not make copies of the material without the copyright owner’s consent.

**Q: Who is the “owner” of a copyright?**

A: The “owner” is the party that holds the copyright and has the exclusive right to allow copies of the work. For architectural works such as plans and drawings, this may be either the architectural firm that drew the plans, or the party that hired the architectural firm as “work for hire,” such as a builder or individual homeowner.

**Q: How can a customer determine who holds the copyright on plans or drawings?**

A: The customer may view the plans/drawings and investigate who owns the plans/drawings by contacting the architect or owner represented on the plans. The City accepts that the customer has done their due diligence in investigating ownership and obtaining the proper release or making a determination that their use qualifies as “fair use.”

**Q: How do I know if I’m qualified to copy under fair use?**

A: This is not an easy question to answer, but in general, it is acceptable to copy if it is for purposes such as criticism, comment, news reporting, teaching, scholarship, or research. It is also generally acceptable to copy small portions of a plan for limited, non-commercial use, such as a copy of a particular section in order to locate electrical or a support wall etc. It is not acceptable to copy a full set of plans or drawings to avoid having to pay the owner for copies of those plans. It is not fair use if the purpose is to gain commercial advantage.

**Q: Are site plans copyrighted?**

A: No.

**Q: Can someone get a copy of plans or drawings for a replacement set, for deferred submittal or revisions without a copyright release?**

A: No. They need a release signed by the copyright owner.

**Q: What do we do with the copyright release forms?**

A: Give them to the Inspection Support staff.

**Q: What if the owner of the plans is deceased or unavailable to fill out this form?**

A: Copyright exists for the life of the owner plus 70 years, so death does not automatically extinguish copyright.

**Q: Who can answer questions about this procedure?**

A: Inspection Support staff in Building & Permit Services.

[inspectionssupport@ci.eugene.or.us](mailto:inspectionssupport@ci.eugene.or.us)  
or 541-682-5283

*[www.eugene-or.gov/bps](http://www.eugene-or.gov/bps)*