

Instructions for Requesting Copies of Residence Plans Effective October 1, 2005

Building plans for houses in the Residential Subdivisions of Stanford University are filed at Maps and Records, at 327 Bonair Siding on the Stanford campus. Building plans do not exist for all properties, but Maps and Records has all the plans that currently exist. As home improvement projects are approved by Faculty Staff Housing, the approved plans are filed at Maps and Records.

Current lessees and their spouses/partners (“Owners”) and others can obtain copies of those plans that are available by completing the appropriate requirements as described below.

1. If you are the residence Owner, complete the "Request for Duplication of Plans" form and submit the original to Maps and Records. You will need to show a photo identification card with your address and signature, or other proof of ownership.
2. If you are not the residence Owner, you and the Owner together should complete the "Request for Duplication of Plans" form and submit the original to Maps and Records. You will need to show a business identification card with address and phone number, or other proof of affiliation. In addition, the residence Owner must call, fax, or send an email message to Maps and Records (see Contact Information below) in advance of your visit, confirming the release of any copies of residence plans to you.

Maps and Records Location and Services

Maps and Records is open from 9am to noon and from 1pm to 4pm, Monday through Friday. 327 Bonair Siding is behind the Facilities gate, on the right side of Bonair Siding (2nd building, 1st floor). Parking is available in the ‘C’ lot in front of Parking and Transportation Services (adjacent to Maples Pavilion); there are a limited number of metered spaces there, as well.

There is no charge for copies made at Maps and Records, however some materials or large quantities of originals will be sent off-site for copying. In such instances, Maps and Records will coordinate the print request, and the requester will be responsible for payment to the print vendor for that service.

Contact Information

Client and Office Service Representative

Phone: (650) 725-8472

Fax: (650) 723-7905

Email: maps-requests@mailman.stanford.edu

For more information, please see:

<http://maps.stanford.edu>

