



REQUESTS FOR INSPECTION AND DUPLICATION OF PLANS MAINTAINED BY THE BUILDING & PLANNING DIVISIONS

The Building and Planning Divisions maintain some archived records including architectural building and construction plans. Any construction plans, floor plans, or architectural drawings on file (hereafter referred to as “building plans” or simply “plans”) can be made available for public viewing. However, [California Health and Safety Code Chapter 10, Section 19851](#) prohibits the duplication of official building plans, or documents such as reports and calculations associated with those plans, unless approved by the owner of the copyright to the plans (e.g., architect, engineer, drafter). If you need to obtain copies of any plan sets, please follow the City’s established process as outlined below. Due to the legal requirements of this process, please allow up to 8 weeks for processing.

STEP 1.

Place a formal request to view the official plans at City Hall.

You must first visit the City’s website to place a Public Records Act Request to ensure that the archived plans for your requested address are available.

<https://www.cityofmontclair.org/submit-a-records-request/>

You may request to schedule an appointment to view the plans on file at City Hall for your requested address, and information can be taken as needed. You **may not** print copies, take photos, or reproduce any portion of the copyrighted plans.

If you intend to request a copy of the plans after this review, please take record of the names of any and all design professionals (architects, engineers, etc.) who have their signatures and/or stamp present on the plans. Staff cannot proceed with the request until the requestor collects this information, as it is needed in **STEPS 4 & 5**.

STEP 2.

Request a copy of the plans from City.

If, after confirming that the City has plans on record, you choose to proceed with obtaining official copies of building plans, request a copy of the plans, noting which of the following formats the plans currently exist, and what format you would like to receive for your copy:

Digital – Plan sets in the City’s records that exist in **electronic format (PDF)**.

Paper – Plan sets in the City’s records that only exist in **physical (paper) form**, that have yet to be digitized. There are costs associated with digitizing or printing copies of paper plans by request.

Please note that the process to obtain copies of official plans **may take up to 8 weeks** from here.

STEP 3.

Complete & submit duplication request form to City.

Fill out and submit the **“Request to Duplicate Official Copy of Plans”** form, located on page 3, including the Affidavit, which can be found on page 4, to the Building Division. The signature on the Affidavit must be notarized. A notary acknowledgment form is provided on page 5.

STEP 4.

Obtain authorization from the property owner.

The City will **NOT** proceed with the process until permission is granted by the current property owner through the required form. This authorization is collected by having the owner fill out the “**Authorization to Duplicate Building Plans — Building/Structure Owner**” form, on page 6. Provide the completed authorization from the property owner to the City, and proceed to **STEP 5**.

STEP 5.

Obtain authorization from the design professional(s).

You must obtain authorization from the design professional(s), if any are listed, that have stamped the official copies of the plans. Information for certified professionals can be obtained at the websites listed below, including contact information and a mailing address that is required for the authorization form referenced below:

- Architects – <http://www.cab.ca.gov>
- Engineers – www.dca.ca.gov

IMPORTANT: Communication to the professional(s) must be done through [Certified Mail](#), a USPS service that provides senders with proof of mailing and delivery confirmation. Please provide copies of your communications to the Building Division. In your request mailed to the licensed, registered, or certified professional, you **must** include copies of the following as attachments:

- Completed “**Request to Duplicate Official Copy of Plans**” form;
- The **Affidavit** that has been signed by the person requesting to duplicate the official copy of the plans; and
- Completed and signed “**Authorization to Duplicate Building Plans — Building/ Structure Owner**” form.

Certified Mail is necessary to track the mailing of the forms, as California State Law states that the design professional has 30 days to respond to this request, and that an additional 30 days may be granted due to extenuating circumstances as described in [Health and Safety Code Section 19851\(f\)\(1\)](#). Be prepared for the authorization process to take an estimated 30 to 60 days.

If the request is denied by the professional(s), the City cannot release plans for duplication.

STEP 6.

City reviews and determines whether the requester has authorization to receive a copy of the plans on file with the City.

Once permission is received from the design professional(s) via **STEP 5** above, upon review and confirmation of a complete application packet, the plans may be e-mailed to the applicant free of charge if the City currently has the plans in electronic format.

If not currently available in electronic format, duplication will require specialized equipment and printing by a third-party reprographics company. You will deal directly with the vendor as to the payment for their service. Please coordinate a pickup date and time for your building plan duplication service directly with the reprographics company to retrieve the plans from the **City of Montclair Building and Safety Division**. The applicant is responsible for any and all fees charged by the third-party reprographic contractor for the duplication.



REQUEST TO DUPLICATE OFFICIAL COPY OF PLANS

Please print or type

Building Address _____

Assessor's Parcel Number(s) _____

Person Requesting Duplication:

Name _____

Address/City/Zip _____

Phone _____ FAX _____

E-mail _____

Project Architect/Engineer:

Name _____

Address/City/Zip _____

Original or current owner of the building:

Name _____

Address/City/Zip _____

The following affidavit is required under Section 19851(c) of the California Health and Safety Code as a condition of receiving a duplicate copy of official plans held by the City of Montclair:

AFFIDAVIT

I, _____, in requesting a duplicate copy of the official plans for the building at _____, Montclair, California, stipulate to all of the following conditions as required by the California Health and Safety Code:

- (1) That the copy of the plans shall be used for the maintenance, operation, and use of the building.
- (2) That the drawings are instruments of professional service and are incomplete without the interpretation of the certified, licensed, or registered professional of record.
- (3) That [subdivision \(a\) of Section 5536.25 of the Business and Professions Code](#) states that a licensed architect who signs plans, specifications, reports, or documents shall not be responsible for damage caused by subsequent changes to, or use of, those plans, specifications, reports, or documents where subsequent changes or uses, including changes or uses made by state or local government agencies, are not authorized or approved by the licensed architect who originally signed the plans, specifications, reports, or documents, provided that the architectural service rendered by the architect who signed the plans, specifications, reports or documents was not also a proximate cause of the damage.

I declare under penalty of perjury that the foregoing is true and correct.

Signature of Person Requesting Duplication of Plans

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

State of California

County of _____



On _____ before me, _____
Date Here Insert Name and Title of the Officer

personally appeared _____
Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Place Notary Seal Above

Signature _____
Signature of Notary Public

OPTIONAL

Though the information below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent removal and reattachment of this form to another document.

Description of Attached Document

Title or Type of Document: _____

Document Date: _____ Number of Pages: _____

Signer(s) Other Than Named Above: _____

Capacity(ies) Claimed by Signer(s)

Signer's Name: _____

- ☐ Individual
☐ Corporate Officer — Title(s): _____
☐ Partner — ☐ Limited ☐ General
☐ Attorney in Fact
☐ Trustee
☐ Guardian or Conservator
☐ Other: _____

Signer Is Representing: _____



Signer's Name: _____

- ☐ Individual
☐ Corporate Officer — Title(s): _____
☐ Partner — ☐ Limited ☐ General
☐ Attorney in Fact
☐ Trustee
☐ Guardian or Conservator
☐ Other: _____

Signer Is Representing: _____



Authorization to Duplicate Building Plans Building/Structure Owner

To be completed by the current or original owner if the requestor is neither the current or original owner. If the building is part of a Common Interest Development, this form may be completed by the authorized representative for the board of directors or governing body.

CHECK ONE:

- ☐ I, the current owner or authorized agent for the owner,
- ☐ I, the original owner or authorized agent for the original owner,
- ☐ I, the duly authorized representative for the board of directors or governing body of the association or entity established to manage the common interest development, of the building or structure located at

_____ hereby give my permission to the City of Montclair to release a duplicate copy of the official building plans on file with the City for the above address to:

Signed this _____, at _____, _____.
Date City, State

SIGNATURE OF CURRENT OWNER,
ORIGINAL OWNER, OR ASSOCIATION'S
AUTHORIZED REPRESENTATIVE:

SIGNATORY NAME (PRINT):

ADDRESS:

CITY:

STATE:

ZIP:

PHONE:

EMAIL: