



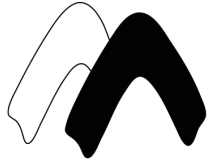
INSPECTION AND DUPLICATION OF PLANS MAINTAINED BY THE BUILDING DIVISION

The official copy of the plans maintained by the City of Montclair Building Division shall be available for inspection only on the premises of the Building Division as a public record. The copy may not be duplicated in whole or in part except (1) with the written permission of the certified, licensed or registered professional or his/her successor, if any, who signed the original documents, and the written permission of the original or current owner of the building, or, if the building is part of a common interest development, with the written permission of the Board of Directors or governing body of the association established to manage the common interests development; or (2) order of a proper court or upon the request of any state agency.

To obtain copy of the plans maintained by the Building Division, all of the following requirements shall be completed:

- Make an appointment to review all available plans for the building you are inquiring about. You will need the information on these plans to complete the Request to Duplicate Plans forms.
- The copy of the plans shall only be used for the maintenance, operation and use of the building. A form of an affidavit must be signed and notarized by the person requesting to duplicate the official copy of the plans. This form shall be provided by the City. (Every blank of the form must be completed or your request will not be processed.)
- The Building Official will send a letter, by registered mail, to the most recent address of the licensed, registered, or certified professional available, requesting his or her permission to duplicate the official copy of the plans, along with a copy of the affidavit that has been completed and signed by the person requesting to duplicate the official copy of the plans. The professional may be permitted up to 60 days to respond to the letter.
- The Building Official will send a letter, by registered mail, to the most recent address of the building owner, requesting his or her permission to duplicate the official copy of the plans, along with a copy of the affidavit that has been completed and signed by the person requesting to duplicate the official copy of the plans.

With the successful completion of all the above requirements, the applicant must contact a licensed and bonded blueprint company and make arrangements for the pickup of the plans requested for duplication. The blueprint company may call (909) 625-9477 to make arrangements for pickup of the microfilm.



MONTCLAIR

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

Capacity Claimed by Signer

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: _____

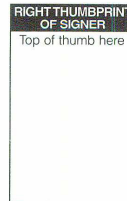
Capacity(ies) Claimed by Signer(s)

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: _____

