



Electronic Archiving Policy

In accordance with Section 19850 of the Health and Safety Code of the State of California, and for the purpose of promoting optimum utilization of time and space, the Building Division of the City of Montclair established the following policy for the retention of records:

Before final inspection, electronic images shall be submitted to the Building Division. All plans, engineering calculations, and **records** that are submitted for the purpose of obtaining a building permit as well as special inspection records and as-built drawings generated after permit issuance, will be required based on the following requirements:

- ⇒ All plans and documents shall be scanned in at 300 dpi.
- ⇒ All plans and documents shall be scanned in as Group 4 Multi-Page TIFF files.
- ⇒ Only original **stamped** drawings shall be used for scanning.
- ⇒ Multi-image sets are to be submitted on a single CD or DVD, Windows format; Set divisions preferred are Architectural, Structural, Calcs, Elect, Mech., Plumb, etc.
- ⇒ Label CD or DVD with the assessors parcel number, address, and company name.

The following companies are believed to provide the service necessary for compliance with these requirements. They are not recommended or endorsed, but are noted solely for your convenience.

BidAmerica
41085 Elm Street
Murrieta, CA 92562
(909) 677-4819

OCB Reprographics
3325 Shelby St. Suite A
Ontario, CA 91764
(909) 980-3024

Central Blueprint Service
1182 N. Monte Vista Ave., Unit 17
Upland, CA 91786
(909) 946-9256

Ontario Blueprint
1240 EAST Locust ST. Unit 204
Ontario, CA 91761
(909) 983-5878

KV Blueprint
15327 Don Julian Road
City of Industry, CA 91745
(626) 333-7005

Boomerang Blueprint & Reprographics
3425 Pomona Blvd, Unit A
Pomona, CA 91768-3258
(909) 594-2583

For those who may be having problems creating a Multi-page TIFF file, the instructions on this page may be of some assistance to you.

Creating Multi-page TIFF Images

Using Window Imaging software

Before you begin to create the multi-page TIFF image, you must know the order in which you want the images to show. In this case you want the cover sheet to show first and the remaining sheets in the order indicated on the index. The remaining documents; such as engineering calculations and soils reports, must follow the building plans. To create the multi-page TIFF image, you must insert other existing TIFF images before the image that is currently being viewed. If you have two pages or more, you can insert images between two images, but it is easiest to insert in order from the last page to the first page.

Steps

1. Click the **"Start Button"** in the lower right corner and select the **"Programs"**
2. From there, click on **"Accessories"**
3. Next click on **"Imaging"** (this will open the Windows Imaging software)
4. From the File Menu, select **"Open"**
5. Navigate and find the TIFF image that should be the last page in the multi-page image you intend to create. Highlight the file and click the "Open" button
6. Now, from the Page Menu, select **"Insert"**, this will allow you to select **"Existing Page"** (this allows you to select another TIFF image to insert ahead of the currently open image)
7. Navigate to the second to last TIFF image and click the **"Open"** button to insert
8. Repeat steps 6 and 7 until all images are inserted and you have multiple pages to look through
9. Finally, from the File Menu, select **"Save As"** and navigate to the folder in which you want the image to be saved and name the file accordingly. (Do not change the "save file as type" box because it must remain as a TIFF image)