



Permit Center
Building, Planning, Fire & Public Works
One Twin Pines Lane, Suite 110
(650) 595-7422

Obtaining Microfiche

1) Only the property owner or owner's agent (via letter from owner) can request copies of plans*. (Anyone can look at the microfiche). **COPIES OF PLANS ARE AVAILABLE ELECTRONICALLY ONLY, NOT PAPER.**

2) If the plans are marked with the architect's/engineer's round professional stamp, or signed, permission to copy the plans must be obtained before copies can be made*. **Anyone may view the plans; however, pictures may not be taken.**

3) If the plans are not stamped (or permission has been obtained for stamped plans), the City of Belmont will process the printing request. The microfiche will be sent via certified mail to BMI Imaging Systems. We will need the following:

- Proof of ownership (i.e., copy of a tax or utility bill)
- Letter from owner designating agent requestor (if applicable)
- \$70.00 to the City of Belmont (Cash, Credit Card, or Check)
- *Minimum* scanning fees (1 sheet): \$250.00 (sheets 2-100): \$4.00 each.

All fees to BMI are paid directly to BMI. Credit Card transactions incur a 5% convenience fee.

BMI Imaging (408-736-7444, extension 227) will call you with the exact charge after receipt of the microfiche.

Please feel free to call the City of Belmont Permit Center with any questions regarding the microfiche copying process.

* Per the California Codes, Health and Safety Code Section 19850-19853
