§ 329. Certificate of inspection visits. In a city of over one million population the department shall issue without fee to all owners of multiple dwellings located in such city, a certificate of inspection visits upon which shall appear the title in bold print "CERTIFICATE OF INSPECTION VISITS", the name, address and telephone number of the owner of the building, the street address of the building and the words, "The undersigned hereby certifies that he visited the above-described building on the date and for the purposes set opposite his name". The certificate shall be placed and maintained in a conspicuous place inside the multiple dwelling within view of the place at which mail is delivered to the building or at such other location as may be approved by the department and in a place readily accessible for signature by employees of the department. In the event that the certificate is destroyed or defaced or the signature lines become filled with signatures, the owner shall apply for and the department shall issue to him free of charge a duplicate certificate of inspection visits. Whenever an employee of such department shall visit any multiple dwelling for any purpose related to his official capacity, he shall sign his name to the certificate of inspection visits and opposite thereto set forth the date and purpose of his visit.