

BCE Case # or inspection ID (if any)		Date:
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COMMUNITY DEVELOPMENT DEPARTMENT
450 Civic Center Plaza, Richmond, CA 94804

NOTICE OF DWELLING HABITABILITY INSPECTION

NOTICE OF VIOLATIONS

Subject property address	
Date Inspected	
Access by	
Contact info	
Relation to the subject property	
Property owner	
Contact info	

ITEMS BASED ON HEALTH AND SAFETY CODE (HSC)17920.3. SUBSTANDARD BUILDING

a) **Inadequate sanitation** shall include, but not be limited to, the following and may require permitting:

- (1) Lack of or improper water closet, lavatory, or bathtub.
- (3) Lack of or improper kitchen sink.
- (5) Lack of hot and cold running water to plumbing fixtures.
- (6) Lack of adequate heating. – ref. CBC Chapter 12 and CRC R303
- (7) Lack of or improper operation of required ventilating equipment.
- (8) Lack of minimum natural light and ventilation required – ref. CBC Chapter 12 and CRC R303
- (9) Room and space dimensions less than required. - ref. CRC R304 and R305
- (10) Lack of required electrical lighting. – Stairways and egress components require illumination
- (11) Dampness of habitable rooms.
- (12) Suspected infestation of insects, vermin, or rodents. – requires licensed specialist
- (13) Visible mold growth.
- (14) General dilapidation or improper maintenance.
- (15) Lack of connection to the required sewage disposal system.
- (16) Lack of adequate garbage and rubbish storage and removal facilities.

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b) **Structural hazards** shall include, but are not limited to, the following and require a permit for the repair:

- (1) Deteriorated or inadequate foundations.
- (2) Defective or deteriorated flooring or floor supports.
- (3) Flooring or floor supports of insufficient size to carry imposed loads with safety.
- (4) Members of walls, partitions, or other vertical supports that split, lean, list, or buckle.
- (5) Members of walls, partitions, or other vertical supports that are of insufficient size to carry imposed loads with safety.
- (6) Members of ceilings, roofs, ceiling, and roof supports, or other horizontal members that sag, split, or buckle due to defective material or deterioration.
- (7) Members of ceilings, roofs, ceiling, roof supports, or other horizontal members that are of insufficient size to carry imposed loads safely.
- (8) Fireplaces or chimneys that list, bulge, or settle due to defective material or deterioration.
- The owner is informed that structural deficiencies require permit drawings from **an engineer**.

Notes:

c) Any **nuisance**.

Unless related to the built environment, nuisance in most cases must be reported to the police - 510-233-1214 (Non-emergency line)

d) **Wiring hazard**

- Maintenance required.
- Permit required.

Notes:

e) **Plumbing** deficiencies

- Maintenance required.
- Permit required.

Notes:

f) **Mechanical equipment** deficiencies

- Maintenance required.
- Permit required.

Notes:

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Exemption Note: Electrical, Mechanical, and Plumbing equipment which conformed with all applicable laws in effect at the time of installation if it is currently in good and safe condition and working properly is exempt.

g) **Faulty weather protection**, which shall include, but not be limited to, the following:

- (1) Deteriorated, crumbling, or loose plaster.
- (2) Deteriorated or ineffective waterproofing of exterior walls, roofs, foundations, or floors, including broken windows or doors.
- (3) Defective or lack of weather protection for exterior wall coverings, including lack of paint, or weathering due to lack of paint or other approved protective covering.
- (4) Broken, rotted, split, or buckled exterior wall coverings or roof coverings.

Notes:

h) **Potential fire hazard.**

- Fire department inspection required.

Notes:

i) **Inadequate materials of construction.** –

- Not approved for construction or not maintained to function properly.

Notes:

j) **Junk accumulation.**

- Those premises on which an accumulation of weeds, vegetation, junk, dead organic matter, debris, garbage, offal, rodent harborages, stagnant water, combustible materials, and similar materials or **conditions constitute fire, health, or safety hazards.**

Notes:

k) **Unsafe building.**

- Any **building or portion thereof that is determined to be an unsafe** building.
- Owner informed of the **required exterior elevated elements inspection** by a licensed civil, structural engineer or architect or a building contractor holding any or all of the “A,” “B,” or “C-5” license classifications by Jan. 1st, 2026, and every 6 years thereafter for buildings containing three or more multifamily dwelling units per HSC17973. HOAs have similar inspection requirements under CIV 5550-5580. If deficiencies are discovered, they must be reported to the Building Division, and repairs must be made under a building permit. A licensed engineer or architect must prepare construction documents for the permit.

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l) **Inadequate egress** from the premises.

Single-family dwellings and ADUs – The means of egress shall provide a continuous and unobstructed path of vertical and horizontal egress travel from all portions of the dwelling to the required egress door without requiring travel through a garage. The required egress door shall open directly into a public way or to a yard or court that opens to a public way. R311

Notes:

Common egress components of multifamily occupancies require annual fire inspection per HSC13146.2. If missing an inspection or suspect deficiencies, call the City of Richmond Fire Prevention Services at 510-307-8037

m) Compromised **fire-resistive construction**

All buildings or portions thereof that are **not provided with the fire-resistive construction or fire-extinguishing systems** or equipment required by this code, except those buildings or portions thereof that conformed with all applicable laws at the time of their construction.

Notes:

n) Illegal residential occupancy.

All buildings or portions thereof **occupied for living, sleeping, cooking, or dining purposes that were not designed or intended to be used for those occupancies.**

Notes:

o) **Inadequate structural resistance to horizontal forces.**

Maintenance required
 Uncertain conditions require the owner to hire a licensed professional(s) and perform repairs under a building permit.

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CHECKLIST ITEMS BASED ON RMC 6.40.060

a) Interior dwelling unit inspections (checked items indicate unsatisfactory condition)

- All bedrooms and living areas must be habitable.

Notes:

- Doors and locks must be installed and equipped with locking mechanisms, windows, window panes, and window screens must be in good condition with proper locking devices.

Notes:

- There must be no visible mold, insects, rodents, or other pests.

Notes:

- Light switches must be functional.

Notes:

- GFCI must be properly installed and in working condition. - Required in areas where water and electricity are close together, such as kitchen counters, bathrooms, and outdoor spaces.

Notes:

- All smoke detectors must be in working order and installed in all hallways and sleeping rooms.

Notes:

- A carbon monoxide detector must be installed on each level within the residential rental unit where either or both conditions exist: 1) The dwelling unit contains a fuel-fired appliance or fireplace. 2) The dwelling unit has an attached garage with an opening that communicates with the dwelling unit.

Notes:

- All kitchen appliances must be in good working order.

Notes:

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b) Additional Exterior Standards (checked items indicate unsatisfactory condition)

- Weathertight and watertight exterior
- Substantially deteriorated architectural components – paint, cornices, moldings, sills, and similar projections.
- Unsecured chimneys, antennas, vents, gutters, downspouts, or similar projections.
- Non-functioning windows, doors, and other opening protectives.
- Rodent, insect, or vermin infestation.
- Dilapidated accessory structures or features such as clubhouses, offices, maintenance buildings, carports, retaining walls, fences, garages, swimming pools, spas, hot tubs, etc.
- Nonfunctioning or dilapidated tenant parking spaces.
- Junk or hazard in the property yard or landscape areas.

Notes:

Other:

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Notes:

This notice is a request for voluntary compliance. If you fail to comply with this notice, or have further violations of the codes as cited, you may receive additional enforcement action which may include the issuance of an administrative citation or other civil penalties. Correction of the reported violations by the date listed below will avoid additional code enforcement action. Corrective actions are explained below.

Remediation for most deficiencies must be initiated within 30 days and rectified within 60 days. Certain life and safety emergencies, such as lack of electricity, running water, or heating, must be rectified within 24 hours.

The inspector may grant a one-time extension of the initial time to abate the violations upon written request of the owner if (1) substantial work has been satisfactorily completed (at least 85% of the violations identified in the notice of violation) and (2) the violation is not a life safety issue. In no event shall the initial time to correct exceed one hundred twenty (120) days, nor shall any extension of time exceed sixty (60) days.

If, after a notice of violation has been issued, the owner fails to abate the violations, the City may proceed with all remedies available under this Code to compel compliance, including, but not limited to, issuing administrative citations, abatement proceedings, civil action, civil injunction and/or criminal prosecution, or any combination of remedies.

The City may also utilize the provisions of the Revenue and Taxation Code Section 24436.5 to encourage the elimination of substandard conditions in rental housing. The City is also authorized to bring an action under the Business and Professions Code for unfair business practices.

Corrective Actions:			
<input type="checkbox"/> Reinspection required			
Certified by Inspector:		Contact info:	
Deadline Date for Completion of Corrective Actions:			