

CERTIFICATE OF OCCUPANCY
AND BUSINESS LICENSE
APPLICATION

Single Family Rental Housing Inspection Program

This space for office use only

An inspection fee of \$150.00 per unit must be included and returned with this application form within thirty days of the date of the Notice.

PLEASE PRINT CLEARLY

PROPERTY ADDRESS: _____

OCCUPANT NAME: _____

OCCUPANT HOME PHONE: _____ WORK: _____

OWNERS NAME: _____

OWNERS HOME PHONE: _____ WORK: _____

After the fee and application are received, an inspection of the rental property will be scheduled within twenty (20) business days after the City receives the application and payment. The occupant of the unit must consent to the inspection and the homeowner can be present during the inspection.

The owner and occupant of the rental property will each receive notice of inspection by mail no less than fourteen (14) days prior to the scheduled inspection date, or as otherwise agreed between the owner, occupant and the Building Official. If the owner and /or occupant of the rental property refuses to grant the City entry to the unit to perform the required inspection, the City may seek an inspection warrant pursuant to California Code of Civil Procedure § 1822.50, et seq.

**AFTER THE FEE AND APPLICATION ARE RECEIVED STAFF
WILL CONTACT YOUR TENANT TO ARRANGE FOR THE INSPECTION.
IF YOU HAVE ANY QUESTIONS PLEASE CALL (805) 684-5405 EXTENSION 408.**

IF VIOLATIONS ARE FOUND ON THE PROPERTY YOU WILL BE NOTIFIED IN WRITING. IF YOU FAIL TO CORRECT THE VIOLATIONS YOU MAY BE OBLIGATED (UNDER C.M.C. 1.08.071) TO PAY THE CITY'S CODE COMPLIANCE COSTS INCURRED IN OBTAINING COMPLIANCE WITH THE CARPINTERIA MUNICIPAL CODE AND THE CALIFORNIA BUILDING CODES.

DATE

APPLICANT SIGNATURE

AMOUNT SUBMITTED: \$ _____

#10-10-19-1

PLEASE RETURN THIS FORM ALONG WITH YOUR CHECK PAYABLE TO:

CITY OF CARPINTERIA

SINGLE FAMILY RENTAL HOUSING INSPECTION PROGRAM

5775 CARPINTERIA AVENUE

CARPINTERIA, CA 93013

CITY OF CARPINTERIA
COMMUNITY DEVELOPMENT DEPARTMENT
5775 CARPINTERIA AVENUE
CARPINTERIA, CA 93013
(805) 684-5405 EXTENSION 408

SINGLE FAMILY RENTAL HOUSING INSPECTION PROGRAM

INSPECTION ADDRESS: _____

HOME OWNER NAME: _____

TELEPHONE NUMBER: _____ WORK: _____

RESIDENT NAME: _____

TELEPHONE NUMBER: _____ WORK: _____

AGENT FOR HOMEOWNER: _____

FOR OFFICIAL USE ONLY

First inspection date: _____ First inspection time: _____

Second inspection date: _____ Second inspection time: _____

1. Address displayed on house _____

2. Foundation and floor condition _____

3. Stairway, guardrail, handrail _____

4. Heating equipment _____

5. Water heater _____

6. Electrical maintenance _____

7. Windows - light & ventilation _____

8. Rooms: _____

Living Room _____

Bathrooms _____

Bedrooms _____

Smoke Detectors in bedroom and hallway _____

Bedrooms locked or used separately? _____

Kitchen & dining room _____

Addition/office _____

Laundry room _____

9. Roof Condition _____

10. Rodent proofing _____

11. Infestation of Insects – vectors _____

12. Condition of paint - weather protection _____

CITY OF CARPINTERIA
SINGLE FAMILY RENTAL HOUSING INSPECTION PROGRAM

- 13. Refuse Service _____
- 14. Fences _____
- 15. Driveway condition - improvements _____
- 16. Parking in garage _____ Carport _____ No Covered Parking _____
- 17. Number of Vehicles – inoperative vehicles _____
- 18. Yards - landscaping maintenance _____
- 19. Exterior Roof structures, patio(s), sheds _____

ADDITIONAL COMMENTS:

ZONING VIOLATIONS:

TIME SCHEDULE FOR CORRECTION:

CODE COMPLIANCE SUPERVISOR

DATE

RESOLUTION NO. 4490

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
CARPINTERIA MAKING CERTAIN AMENDMENTS TO THE
CITY'S ADOPTED SINGLE-FAMILY RENTAL HOUSING
INSPECTION PROGRAM (SFRHIP)**

WHEREAS, the City Council of the City of Carpinteria on July 11, 1994 approved (by Resolution No. 4143) a Single-Family Rental Housing Inspection Program, including adoption of Exhibit "A" thereto constituting Rules and Regulations implementing the program; and

WHEREAS, the City Council desires to more specifically direct the scope and frequency of the rental housing inspections, as referenced in Exhibit A to Resolution No. 4143, and to make certain non-substantive corrections to said Exhibit A.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CARPINTERIA HEREBY RESOLVES AS FOLLOWS:

SECTION 1. Resolution No. 4143, Exhibit "A," Paragraph 1 of the Rules & Regulations Implementing the Single-Family Rental Housing Inspection Program is amended to read, in its entirety:

1. Except as provided in Section 17 hereof, for the purposes of routine inspection of single-family rental housing as required by this Resolution and by Section 5.05.020 of the Carpinteria Municipal Code, each single family rental unit in the City of Carpinteria shall be inspected no more than one time during any three year period to assure that the rental unit is maintained in conformance with applicable City Codes and Ordinances. For the purposes of these inspections, "applicable City Codes and Ordinances" means those requirements specified in Titles 5, 8, 14 and 15 of the Carpinteria Municipal Code. The City shall establish inspection zones and provide noticing procedures to all residential property owners. Those units which comply with applicable City Codes and Ordinances shall be issued a certificate of occupancy which shall be valid for a period of three years from the date of issuance, or such earlier time as stated in the certificate, as provided for in Section 5.05.020 of the Carpinteria Municipal Code.

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SECTION 2. Resolution No. 4143, Exhibit "A," Paragraph 4 of the Rules and Regulations Implementing the Single-Family Rental Housing Inspection Program is amended to read, in its entirety:

4. After receipt of the owner's completed application, the Building Official shall arrange for an inspection of the owner's single family residential rental unit. This inspection shall be scheduled within 20 working days after receipt of the owner's application. Consent of the tenant must be obtained prior to the inspection.

SECTION 3. Resolution No. 4143, Exhibit A, Section 8 of the Rules & Regulations Implementing the Single-Family Rental Housing Inspection Program is amended to read, in its entirety:

8. If after conducting this inspection, the Building Official determines that the rental unit complies with all applicable City Codes and Ordinances, the Building Official shall issue the owner a certificate of occupancy as provided for in Section 5.05.020 of the Carpinteria Municipal Code. Issuance of a Certificate of Occupancy shall not be construed as an approval of a violation of any applicable City Codes and Ordinances nor shall the Building Official or City be liable for damages that may accrue to persons or property as a result of an act or omission of the Building Official, acting in good faith and without malice, in the discharge of his or her duties under this program. Nothing contained in this program shall be construed as relieving or lessening the responsibility of the property owner for any damages to persons or property caused by defects nor shall the Building Official or the City be held as assuming any such liability by reason of the inspections authorized in this resolution or Certificate of Occupancy issued under this resolution.

SECTION 4. The last sentence of Resolution No. 4143, Exhibit A, Paragraph 17 of the Rules & Regulations Implementing the Single-Family Rental Housing Inspection Program is amended to read, in its entirety:

17. In such cases, a proration of the inspection fee shall be made.

SECTION 5. This resolution shall be in full force and effect upon its adoption.

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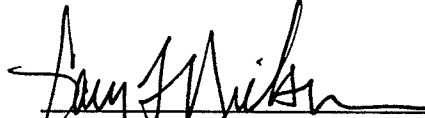
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PASSED, APPROVED AND ADOPTED this 11th day of January 1999, following called vote:

AYES: **COUNCILMEMBER:** WEINBERG, LEDBETTER, JORDAN, NIELSEN

NOES: **COUNCILMEMBER:** NONE

ABSENT: **COUNCILMEMBER:** STEIN



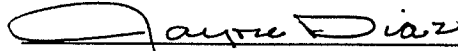
Mayor, City of Carpinteria

ATTEST:




City Clerk, City of Carpinteria

I hereby certify that the foregoing Resolution was duly and regularly introduced and adopted at a regular meeting of the City Council of the City of Carpinteria held the 11th day of January, 1999.



City Clerk, City of Carpinteria

APPROVED AS TO FORM:



Peter N. Brown, City Attorney,
City of Carpinteria

Carpinteria Municipal Codes

Single Family Rental Housing Inspection Program

5.05.020 Processing of the application for a certificate of occupancy.

Application shall be made for a Certificate of Occupancy / Business License on a form provided by the city. The application shall be accompanied by the fee of \$150 as is established by Resolution of the City Council. Inspections shall be made by the City all pursuant to rules and regulations governing the Single-Family Rental Housing Inspection Program, as adopted by Resolution of the City Council. Pursuant to those inspections, the City shall issue a Certificate of Occupancy / Business License, or a report in writing listing those deficient items and particulars pursuant to the requirements of Titles 5, 8, 14 and 15 of the Carpinteria Municipal Code, which shall be complied with prior to issuance of the Certificate of Occupancy. No property, building, structure or portion thereof shall be used or occupied by the applicant until the City issues the Certificate of Occupancy. (Ord. 555 § 1, 1999: Ord. 510 § 2, 1994: Ord. 423 § 1 (part), 1988)

5.05.040 Temporary certificate.

If the City finds that no substantial and immediate hazard will result from occupancy of a building and that satisfactory arrangements have been made for compliance with the items listed on the deficiency report, the City may issue a temporary certificate of occupancy. (Ord. 423 § 1 (part), 1988)

5.04.600 Rates and fees—One-family, condominium and townhouse dwelling units used for rental purposes.

The owner of any one-family, condominium or townhouse dwelling unit located in any zone within the city which is rented, leased or subleased, in full or part, shall pay an annual license tax according to the master rate and fee schedule adopted by the city council and updated from time to time. (Ord. 480 § 3, 1992)

5.04.210 License—Posting on premises required when.

Any licensee transacting and carrying on business at a fixed place of business in the City shall keep the license posted in a conspicuous place upon the premises where such business is carried on. (Prior code § 8518(a))

5.05.050 Appeals.

Appeals shall be processed in accordance with the applicable provisions of Chapter 14.78 and Section 15.08.180 of this code. (Ord. 423 § 1 (part), 1988)