



This checklist does not constitute approval of work not conforming to the provisions of the California Building Standards or the waiving of unpermitted work. If used to document violations where a stay of enforcement per Government Code §65852.2(n) and/or /Health & Safety Code §17980.12 has been requested, a copy of this completed list, signed by both the property owner and City, shall be posted at the subject site for the duration of the requested stay in enforcement and shall be provided to prospective buyers and tenants with their respective escrow or lease documentation.

OWNER INFORMATION (Please print legibly)							
First Name:		Last Name:		Owner ID:			
PROPERTY ADDRESS (Please use one form per address / unit)							
Street Address:		Unit #:		STATUS			
				C: Compliant / NC: Non-compliant N/A: Not Applicable			
ITEM #	PART I – SITE & EXTERIOR CONSTRUCTION	OWNER		N/A	INSPECTOR		REMARKS
		C	NC		C	NC	
1.1	Legible and Visible Address Number and Unit Identification: Address numbers clearly visible from street; number/letters minimum 4 inches high if new						
1.2	Storage of Junk and Rubbish and/or Overgrown Vegetation <ul style="list-style-type: none"> Household trash, tires, scrap wood, scrap metal, etc. shall be stored and protected in an orderly fashion as to not be an attractive nuisance Property shall be clear from any junk/rubbish, overgrown/dry vegetation, and/or weeds capable of being ignited and endangering the property. 						
1.3	WUI Requirements: Properties located in a WUI zone shall maintain vegetation per the provisions of CA Government Code 51182 and CA Fire Code 304.1.2, as amended by SCMC 19.05.100.						
1.4	Dumpsters/Trash Cans: Must be in enclosure if provided/stored out of public right-of-way/ free from trash overflow						
1.5	Inoperable/Unregistered Vehicles: Stored out of the front yard or exterior side yard and on a paved surface						
1.6	Infestation: Property shall be clear of all infestations - insect, rodent, etc.						
1.7	Building Separation on Site: All buildings on the same lot shall be separated from each other in accordance with applicable zoning and building regulations. Dwellings shall be separated from other dwellings on the same lot in accordance with CRC R302.						
1.8	Roof: Shall be free from any visible holes or penetrations, and no evidence of leaks at the underlying ceiling. Ridge lines to be straight with no visible sagging.						
1.9	Exterior Surfaces: Surfaces shall be protected by painting or other protective covering from the elements						
1.10	Fire-Resistant Construction Requirements: Exterior walls and roof projections located closer than 5 feet to property line to comply with CRC R302.						
1.11	Foundation Vent Screens/Crawl Space Covers: Vent openings to be properly covered with screening in good working condition with no evidence of rodent entry						
1.12	Stairways – Landings/Treads/Risers/Balusters/Handrails: To be in good condition, free from visible structural defects (loose treads, missing balusters or handrails, rotting or deteriorating materials) or anything that could cause a trip or fall hazard (e.g., nonuniform or noncompliant treads or risers).						
1.13	Exterior Walkways/Exit Passageways/Common Areas: To remain clear and in a safe and sanitary condition						
1.14	Exterior Lighting: All exterior doors and stairs shall have lighting.						
MULTI-FAMILY (3+ UNITS) ONLY							
1.15	Fire Extinguishers: Properly serviced, labeled, and stored – minimum size 2A10-BC)						
1.16	Fire Sprinkler System: Certification of 5-year inspection required, if installed.						
1.17	Electrical/Gas Meters: Must be properly protected and labelled and exhibit no signs of tampering. Utilities in an exterior closet or room may require signage.						
1.18	Existing Fire Lanes Clearly Marked: Signage or paint or both needed						



5-YEAR ENFORCEMENT STAY HEALTH & SAFETY CHECKLIST

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ITEM #	PART II - INTERIOR CONSTRUCTION	OWNER		N/A	INSPECTOR		REMARKS
		C	NC		C	NC	
2.1	<p>Egress & Escape: One minimum 3'-0 egress door per dwelling unit & one emergency escape/rescue opening (window or exterior door) per sleeping room. Egress doors and escape openings shall be openable without requiring the use of keys, tools or special knowledge. If window bars or screens are present, they too shall function without use of key, tool or special knowledge There shall not be any double key locks on any form of egress throughout the unit</p>						
2.2	<p>Fire Separation Requirements:</p> <ul style="list-style-type: none"> Common walls shared by two or more dwelling units shall be constructed of an approved 1-hour fire-rated assembly extending from foundation to underside of roof sheathing. Dwellings with attached garages shall have ½-inch gypsum wallboard on the garage side of the wall with joints taped and nail heads spotted. All floors, including floors located over crawl spaces containing storage or heating appliances, shall have a minimum of ½-inch gypsum sheathing or 5/8-inch wood structural panel membrane on the underside of the floor framing members. 						
2.3	<p>Smoke Alarms: Shall be working, in good condition and properly installed in each room used for sleeping, outside rooms used for sleeping, and in all levels including basements.</p>						
2.4	<p>Carbon Monoxide (CO) Alarms: Shall be working, in good condition and properly installed at every level including basements. A CO alarm shall be provided in sleeping rooms containing a fuel-burning appliance.</p>						
2.5	<p>Infestation: Dwelling shall be clear of all infestations - insect, rodent, etc.</p>						
2.6	<p>Walls & Ceilings: Shall be good habitable condition clear of large holes, missing sections, etc. Walls and ceilings to show no evidence of mildew, rot or structural distress. Ceilings shall be of sufficient height.</p>						
2.7	<p>Windows:</p> <ul style="list-style-type: none"> All windows to provide adequate weather protection and be in good condition; no broken glass/plastic coverings, etc. Windows located in hazardous areas per CRC R308.4 shall comply with the impact test requirements of CRC R308.3.1. 						
2.8	<p>Flooring: Floors shall not be in a defective or deteriorating condition that could cause a trip or fall hazard or impacts sub-flooring</p>						
2.9	<p>Sub-flooring: Shall be in good condition without buckling or sagging which suggests structural defects</p>						
2.10	<p>Stairs/Handrails/Guards:</p> <ul style="list-style-type: none"> See Exterior Inspection list for requirements All interior stairs shall be provided with lighting switched at each level. 						
2.11	<p>Insulation: Insulating materials shall have a flame spread index not to exceed 25 and a smoke-developed index not to exceed 450.</p>						
2.12	<p>Bathroom Required: Every dwelling unit shall be provided with a water closet, lavatory, and a bathtub or shower.</p>						
2.13	<p>Kitchen Required:</p> <ul style="list-style-type: none"> Each dwelling shall be provided with a kitchen area with a permanently installed cooking appliance. All kitchen areas to be provided with a means to store and refrigerate food. All kitchen areas shall be provided with a kitchen sink and minimum 24-inch wide counter work space to prepare food. 						
2.14	<p>Minimum Room Size:</p> <ul style="list-style-type: none"> Each habitable room shall have a floor area of not less than 70 square feet. The minimum dimension of habitable rooms shall be no less than 7 feet in any horizontal direction. 						



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Street Address:		Unit #:		STATUS				C: Compliant / NC: Non-compliant N/A: Not Applicable	
ITEM #	PART III – M/E/P SYSTEMS INSPECTIONS	OWNER		N/A	INSPECTOR		REMARKS		
		C	NC		C	NC			
3.1	Electric/Gas Meters: No evidence of tampering								
3.2	Electrical System (General): <ul style="list-style-type: none"> • Dwelling shall have permanent source of utility electrical power. • All wiring and electrical components shall be in good working condition – no spliced wiring, no exposed wiring, and all outlets and switch plates shall have appropriate coverings • GFCI in bath, kitchen, and other spaces per CEC 210.8 and to be operational. • AFCI required for all 120V, 15- or 20-amp circuits except at garages, bathrooms and exterior. • All dwellings and other building with more than one multiwire branch circuit shall have a grounding electrode system per CEC Article 250, Part III. 								
3.3	Electrical Panels: <ul style="list-style-type: none"> • Shall have an enclosure listed for use in the environment in which the panel is located. No uncovered openings in the panel. • Shall not be located in an unsafe location (e.g., bathroom or clothes closet) • Each breaker shall be legibly marked to indicate its purpose. All unused breaker openings shall be covered in an approved manner. • Each dwelling shall have unhindered access to the breakers for circuits in their dwelling. 								
3.4	Heat: Dwelling shall have a functioning, permanently installed heating source capable of providing adequate heat to the dwelling. Portable heating units shall not be used to satisfy this requirement.								
3.5	Mechanical: <ul style="list-style-type: none"> • All mechanical equipment in the dwelling including: furnace, appliances, venting systems, air conditioning unit, etc. shall be installed per manufacturer's instructions and function properly. • All fuel-burning appliance installations shall comply with CMC requirements for venting and combustion air • Appliance pilot flame or ignition device shall be located a minimum of 18 inches above the floor when located in garage. 								
3.6	Plumbing: <ul style="list-style-type: none"> • Dwelling shall have hot and cold running water • Dwelling shall have compliant plumbing throughout dwelling with no leaks, shall have P-traps, toilets shall be secured to ground and sinks shall be secured to walls, etc. 								
3.7	Water Heaters: Shall have proper strapping, drain/ lines, and venting								



5-YEAR ENFORCEMENT STAY HEALTH & SAFETY CHECKLIST

NON-MANDATORY REQUIREMENTS: The items in Parts I through III are a quick means of assessing the suitability of existing unpermitted construction to function as a residential dwelling unit. This should not be construed as a "cookbook" as to what constitutes a legal unit. When deciding to legalize unpermitted construction, the work shall comply with all aspects of the applicable State of California Building Standards Codes and other relevant parts of the California Code of Regulations. Below is a partial list of compliance items that a 5-year stay of enforcement may be requested for. Each request will be evaluated on a case-by-case basis, and inclusion in this list does not guarantee that such a request will be granted.

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ITEM #	PART IV — NON-MANDATORY REQUIREMENTS	OWNER		N/A	INSPECTOR			
		C	NC		C	NC		
4.1	Site Grading & Storm Drainage: <ul style="list-style-type: none"> Lots to be graded to drain surface water away from perimeter foundations. The grade shall fall a minimum of 6 inches within the first 10 feet (5% slope). Surface drainage to be diverted to a storm sewer conveyance or other approved point of collection that does not create a hazard. Storm water shall not be directed across property lines. 							
4.2	Foundations: Foundation at exterior walls to be <u>continuous</u> under the wall and: <ul style="list-style-type: none"> Be a minimum of 12 inches wide with minimum 12 inch embedment into earth Have a minimum #4 continuous reinforcing bar top and bottom 							
4.3	WUI Zone: Properties located in a WUI zone shall comply with CRC R337 and CA Fire Code 4901.3, as amended by SCMC 19.05.270.							
4.4	Flood Zone: Properties located in flood zones other than A-99 shall be constructed in compliance with the provisions of CRC R322.							
4.5	Light & Ventilation: Habitable rooms shall have an aggregate glazing area of not less than 8 percent of the floor area of such rooms, minimum of one-half of which (4%) shall be openable.							
4.6	Windows: All window openings where the bottom of the operable window sill is located less than 24 inches above adjacent floor surface and more than 72 inches above the surface on the exterior side of the window shall be provided with window fall protection devices.							
4.7	Roofs: To be vented in accordance with CRC R806 with vent openings properly screened with no evidence of rodent intrusion.							
4.8	Energy Compliance: Unpermitted buildings that are conditioned shall comply with the provisions of the California Energy Code.							

OWNER'S DECLARATION

I attest that under penalty of perjury that the following statements are true and correct:

1. I am the owner or authorized representative of the owner of the property (address listed above); and
2. I am not aware of any conditions of the property that present a threat to health and/or safety.
3. If my property is eligible, I acknowledge that I will be required to enter into a Land Use Agreement with the City of Santa Cruz for a stay of enforcement to be granted.

Name (Please print): _____

Signed: _____ Dated: _____

INDEMNITY/WAIVER

Owner shall defend, indemnify, and hold harmless the City, its officers, officials, employees and volunteers from any and all losses, claims, liabilities, costs, damages, or expenses (including attorney's fees and costs) to any person or property arising out of, either directly or indirectly, or in connection with the rental, occupancy, use, and/or accessibility of the accessory dwelling unit at the address listed above, and/or in connection with City's issuance or revocation of a five-year stay on enforcing code violations related to said accessory dwelling unit, to the fullest extent permitted by law.

Name (Please print): _____

Signed: _____ Dated: _____

FOR CITY USE ONLY **LUA Recorded & Received**

<input type="checkbox"/> Granted By: _____ <small>Name/Title</small>	_____ <small>Signature</small>	On: _____
<input type="checkbox"/> Denied By: _____ <small>Name/Title</small>	_____ <small>Signature</small>	On: _____

Health and Safety Risk causing denial: _____