Planning & Development Department
Building & Safety Division
E3 Inspection Program

EXTERIOR ELEVATED ELEMENTS INSPECTION PROGRAM
COMPLETION OF CORRECTIVE WORK FOR CONDOMINIUM PROJECTS

This form is to be submitted upon completion of any corrective work required for compliance with the City of Berkeley's Exterior Elevated Elements (E3) Inspection Program. **This form does not replace the initial E3 Inspection Certification form required under the E3 Inspection Program.**

Submit this form via email to e3@berkeleyca.gov or by mail to E3 Inspection Program at 1947 Center Street, 3rd Floor, Berkeley, CA 94704.

PROPERTY INFORMATION:

Building Address: _____ **Year Built** _____**Number of Units**_____

Homeowners Association (HOA) Name: _____

Contact Name(s): _____ **Email:** _____

HOA Mailing Address: _____

LICENSED PROFESSIONAL INFORMATION:

☐ Structural Engineer ☐ Civil Engineer ☐ Architect ☐ General Contractor

Name of Licensed Professional:_____Company: _____

Mailing Address: _____

License #_____Phone #:_____E-mail:_____

VERIFICATION BY LICENSED PROFESSIONAL:

☐ Wood-framed or steel-framed exterior elements elevated more than six feet above adjacent grade EXIST at the subject building. Check all that apply

Elements:
☐ Balconies/Decks ☐ Stairways/Landings ☐ Guardrails/Handrails ☐ Walkways/Terraces

Materials:
☐ Regular Sawn Lumber ☐ Engineered Lumber ☐ Pressure Treated Wood
☐ Naturally Durable Wood ☐ Steel

☐ All required corrective work has been completed per the recommendations outlined in the attached report.

☐ Attached is a copy of the written report verifying that the exterior elevated elements are in a general safe condition, adequate working order, and do not exhibit signs of deterioration, decay, corrosion or similar damage that could pose a safety concern. No evidence of active water intrusion was observed in concealed spaces of the inspected elements.

Briefly describe work and locations: _____

_____

_____

Corrective work requires a building permit. Please provide the permit number below:

Permit #_____ ☐ **Yes, final inspection approval from Building and Safety** ☐ **Not finaled.**

_____ _____
Signature of Licensed Professional Date Signed

Exterior Elevated Elements Inspection Requirements
for Balconies, Stairways, Decks, Walkways and other Exterior Elevated Elements

The State of California requires inspection and certification of weather-exposed elements elevated more than six feet above adjacent grade, a requirement enforced by the City of Berkeley (per California Civil Code Section 5551 and Berkeley Municipal Code (BMC) 19.40.040).

The association of a condominium project must either hire a licensed engineer or architect to inspect and submit the Inspection Certification for each building *or* complete the Exemption Declaration if BMC 19.40.040 inspection and certification requirements for exterior elevated elements do not apply to the building. For condominium projects without an established homeowner's association, individual owners will be required to meet all inspection requirements. Pursuant to California Civil Code Section 5551, exterior elevated elements of condominium projects containing three or more dwelling units shall be inspected by January 1, 2025, and then at least once every nine years. The Inspection Certification is due to the City of Berkeley no later than **August 1, 2026**. Visit www.berkeleyca.gov (search *Exterior Elevated Elements*) for answers to Frequently Answered Questions (FAQs) and E3 Inspection Guidelines.

What is the Inspection Requirement? The City of Berkeley requires condominium projects with exterior elevated elements to be inspected by a licensed structural engineer, civil engineer or architect. A random and statistically significant sample of elevated wood-framed and steel-framed decks, balconies, landings, stairway systems, walkways, terraces, guardrails, handrails, or any parts thereof in weather-exposed areas at the subject building must be inspected in accordance with California Civil Code Section 5551 by a licensed professional to verify the elements are in a general safe condition, adequate working order, and do not exhibit signs of deterioration, decay, corrosion or similar damage that could pose a safety concern and there is no evidence of active water intrusion in concealed spaces of the inspected elements.

Does the Inspection Requirement apply to my building? Yes, if your building is a residential condominium project containing three or more dwelling units with exterior elevated elements. A separate E3 Inspection form shall be completed for each building in a condominium project that has three or more dwelling units with exterior elevated elements.

How do I submit my E3 Completion of Corrective Work for Condominium Projects form? Once all required corrective work is completed, licensed professionals can submit a Completion of Corrective Work for Condominium Projects form via email to e3@berkeleyca.gov, or by mail E3 Inspection Program at 1947 Center Street, 3rd Floor, Berkeley, CA 94704.

Enforcement for Failure to Comply: Code enforcement proceedings under BMC Chapter 19.40 will be initiated against property owners subject to E3 Inspection Program requirements who do not complete the necessary corrective work within the established timeframe. If corrective work is required, owners must apply for a permit within 120 days of the date of the initial visual inspection conducted by the licensed engineer or architect, respond to plan check comments within 10 days of the date of the correction letter, obtain a building permit within 10 days of notification of plan approval and complete all work within 120 days of permit approval. Any corrective work posing an immediate threat must be addressed immediately.

Last Revised May 7, 2026