



AMNESTY PROGRAM FOR UNPERMITTED DWELLING UNITS INITIAL INSPECTION CHECKLIST

Project Information

Date: _____

Address of Primary Structure: _____

APN: _____ Approximate Date unit was put into service: _____

Adopted Building Code edition in effect the unit was put into service: _____

Name of City Inspector: _____ Phone #: _____

This checklist will be completed by a City Inspector and will identify any fire and life safety issues that were found at your unit. The initial inspection will also result in a detailed report of all housing violations that must be corrected before legalization is approved.

If there is an * before the question and your answer to the question is **No** then the item must be corrected by the owner before the owner can request a reprieve from code enforcement proceedings and continue to Certificate of Occupancy or Certificate of Compliance. A building permit may be required.

Answering "**No**" to questions with an ** will require the owner to legalize the unit through the standard building permit process (Path 1) and not through the issuance of a Housing Certificate of Compliance (Path 2).

Y = Yes item is acceptable and no violations were found

N = The item inspected is not acceptable and will need to be corrected

Structure Related

Y N

- Is overall structural condition acceptable?**
 - a. ** Is the unit free of significant structural damage ?
 - b. Is the unit free of any tripping hazards?
 - c. ** Is the ceiling height inside the unit at least 7 feet clear?

- Interior Walls**
 - a. * Are all interior walls straight and sound?
 - b. Are all interior walls properly finished and free from holes, loose plaster or peeling paint or other damage?
 - c. Do bathroom walls including shower enclosures have the required seal to prevent moisture intrusion into the building elements?
 - d. Are all interior walls free from holes allowing air or rodent intrusion?
 - e. Are all interior walls free from visible mold?
 - f. Does the ADU have common walls, ceilings and/or floors with the primary unit?
 - g. * Is there an existing 1-hour firewall separation at all common walls, floors, and/or ceilings?
 - h. If existing, are the fire separation walls and ceiling between dwelling units free of damage, holes and leaks?

Building and Safety Division

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INITIAL INSPECTION CHECKLIST CONT'D

Y N

Exterior Walls (walls not common with the primary dwelling)

- a. * Are all exterior walls straight and sound?
 - b. Are all walls finished with weather-resistant protective exterior?
 - c. Are all wooden trims and sidings protected or have natural protective qualities?
 - d. Are all walls free from loose stucco?
 - e. Are all walls free from holes or other damage allowing air or rodent intrusion?
 - f. Are all walls free from peeling paint hazards?
 - g. ** Are the ADU exterior walls within 3 feet of property lines 1 hour fire resistive assembly?
 - h. ** Are there existing windows or other building openings along the exterior walls that are located less than 36" from the property line?
 - i. If the ADU is detached from the primary dwelling, is the ADU located less than 10 feet from the primary dwelling building?
 - j. * If less than 10 feet from the primary dwelling, does the ADU exterior wall facing the primary dwelling have the required 1-hour fire wall separation?
-
-

Stairways, Landings and Balconies

- a. * Are stairs accessing the unit in good working condition?
 1. Width of the stairs? _____
 2. Stair head height? _____
 3. Height of the stair risers? _____
 4. Width of the stair treads? _____
 - b. * Are all handrails and guardrails in good condition?
 - c. Guard openings meet the minimum approved max openings?
 - d. * Are all treads or steps in good condition free of tripping hazards?
 - e. Are all structural supports in good condition?
-
-

Exterior Elevated Elements [E3]

- a. * Is the dwelling served by any Exterior Elevated Elements if so, are they in good condition with proper ventilation?
-

Entry Doors.

- a. Do all entry doors meet the required safety requirements and are in good working condition?
-
-

Interior Doors.

- a. Do all interior doors meet the minimum safety requirements are in good working condition?
-

INITIAL INSPECTION CHECKLIST CONT'D

Y N

Sliding Doors.

- a. Do all interior sliding doors meet the minimum safety requirements are in good working condition?
-

Windows

- a. ** Do all sleeping rooms have an emergency egress window or an exterior door that opens to a yard or other exterior space that is accessible to the public right of way?
- b. * Do all emergency egress windows serving a sleeping room meet the minimum clear opening requirements of 24 inches in height, 20 inches in width, and a minimum clear opening area of 5.7 square feet (5.0 square feet for ground level windows)?
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Safety/Tempered Glass Requirement Other Than Windows

- a. In swinging, sliding or bifold doors.
- b. In walls along stairways and ramps .
- c. Any glass within 24 inches of a door's edge and less than 60 inches above the walking surface .
- d. Any glass with a pane larger than 9 square feet, less than 18 inches above the floor, the top edge of the pane higher than 36 inches above the floor and the glass is less than 36" measured horizontally from one or more walking surfaces .
- e. In Fire Zone 2 or 3, all of the windows have at least one pane of tempered glass.
- f. In bathrooms, glass located in or within 60 inches of a tub and/or shower and within 60 inches of the walking or standing surface.
- g. Glass in wall enclosures containing bathtubs, showers saunas, steam rooms or spas.?
-

Fire Safety and Access:

- a. ** The ADU is located within 150 ft of the Public Right of Way curb.
-

Smoke Detectors

- a. * Are smoke detectors installed in the required locations?
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Carbon Monoxide

- a. * If required,are carbon monoxide alarms installed in the required locations?
-

Fire Alarm System. (for properties located in Fire Zone 3 only)

- a. Is an audible exterior alarm installed?
-

INITIAL INSPECTION CHECKLIST CONT'D

Y N

Electrical

- a. Is the electrical service panel serving the unit readily accessible and in safe operating condition?
- b. Are all circuit breakers labeled with proper amperage and properly labeled to their corresponding location or equipment?
- c. Is there a dedicated and separate electrical shut off for the dwelling unit?
- d. Is there exposed electrical wiring and/or are outlets and switches, cover-plates, and GFCI protection installed at required locations?
- e. Are three-prong receptacles grounded?
- f. Is all metal piping serving the unit properly bonded?

Heating and Ventilating Mechanical Systems

- a. * Does the unit have its own heating system with a thermostat or is the unit connected to a heating system that is capable of maintaining a minimum of 68 degrees Fahrenheit within any and all portions of the unit?
- b. Do all supply and return air vents have a vent grills?
- c. Ducts properly installed?
- d. Bathroom(s) exhaust fan in good working condition with approved terminations?
- e. Kitchen exhaust fan in good working condition with approved terminations and materials?

Built-In Appliances

- a. Are the built-in appliances in good operating condition with no missing knobs and/or handles?

Plumbing System

- a. Is all existing water piping free from leaks and properly installed?
- a. Are all plumbing fixtures able to deliver adequate amount of cold water?
- b. Are all plumbing fixtures that are required to deliver hot water able to deliver an adequate amount of hot water with a minimum temperature of 110 degrees?

Sanitary system:

- a. * Overall, is the sanitary system in good working order?
- b. Is all sanitary drainage piping free from leaks and properly installed?
- c. Does the sanitary piping have a min. slope of 1/4 inch per foot towards the public sewer main?
- d. Are there proper clean-outs installed at the required locations?

INITIAL INSPECTION CHECKLIST CONT'D

Y N

Plumbing Fixtures

- e. Are the toilets and bidets in good working order and properly anchored?
- f. Are the bathroom lavatory(s) and faucets properly installed and in good working order, free of leaks and rust?
- g. Is the kitchen sink and faucets properly installed and in good working order, free of leaks and rust?
- h. Are bathtub and/or shower unit faucets and handles properly installed and in good working order free of leaks and rust?

Water Heater

- a. * Is there a dedicated water heater serving the dwelling unit?
- b. Is the water heater properly installed?
- c. If required, does the water heater have state approved seismic straps installed?

Add any additional notes below:

Inspector, once the inspection has been performed and completed please return this checklist to the Program administrator. A meeting will be scheduled with you and the owner to discuss next steps in the process.