

CODE CONNECTION

NEWS & TIPS FROM THE MULTIPLE HOUSING PROGRAM



Planning, Building and Code Enforcement

NOVEMBER 2016



Cooler weather means turning up the heat

Make sure your furnace is functioning safely, efficiently

Natural gas appliances should be inspected regularly to ensure they are functioning safely and efficiently. Here are some tips from PG&E to help you ensure your gas appliances are in good working order:

- **Inspect the flame.** A steady blue flame indicates complete combustion is taking place and that the appliance is working. A yellow or white flame is a warning sign that you should have a service technician check for any hazards.
- **Is ventilation adequate?** Make sure water heaters and other natural gas appliances are well ventilated. In general, properly installed and maintained natural gas appliances produce very little to no carbon monoxide.
- **Make sure your tenants know:** Never use products inside that generate dangerous levels of carbon monoxide, such as generators, barbecues, propane heaters and charcoal.
- **Get help.** Have PG&E or other trained professional inspect gas appliances to ensure their safe operation. They will also relight pilot lights for you. PG&E performs these inspections free of charge. To schedule an appointment, call 1-800-PGE-5000 or visit www.pge.com/safety.

PG&E provides these services as part of their commitment to safety.

“A properly functioning gas appliance significantly reduces safety risks in the home, such as carbon monoxide poisoning. A simple call to PG&E can help avoid a dangerous situation this winter,” said John Higgins, vice president of Gas Transmission and Distribution Operations.

Change the furnace filter monthly

Furnace filters trap dust and other airborne particles, and some also catch bacteria and pollen. Changing the furnace filter monthly will maximize the heating system’s efficiency. This can reduce utility bills while also extending the lifespan of the furnace. While replacing the filter is straightforward, a common error is inserting the new one backwards. Make sure the arrow along the filter edge is pointing toward the furnace blower motor. Installing it backwards decreases the filter’s effectiveness *



Understanding the Residential Occupancy Permit Invoice & Online Registration

Nov. 30, 2016 ~ 6:45-8:00 p.m.
City Hall Wing Rooms 119-120

RSVP at <http://conta.cc/2efcyz2>

Validated parking:
Use 6th Street to enter garage
under City Hall Tower.



WHAT’S THAT SMELL?

If you smell a rotten egg odor and you’re not around rotten eggs but are in the vicinity of gas appliances or gas lines, immediately **call 911**. A gas leak is a true emergency as a fire or explosion could result.

Natural gas is odorless and what you’re smelling is mercaptan, which is added to the gas transmission lines to alert people to leaks.

Next call PG&E at 1-800-743-5000, and a service representative will be dispatched to do a thorough inspection, free of charge.

To subscribe to
Code Connection
visit

sanjoseca.gov/CodeEnforcement

Join our mailing list and you’ll
receive our bi-monthly newsletter.

More fall maintenance tips

Here are more tips that will help you get your property ready for winter rains as well as preserve the value of your property:

- Fix cracks in the concrete and asphalt—they'll only get bigger over time, so fixing them while they're smaller and manageable will save you money in the long run.
- Seal any cracks on stair and balcony surfaces.
- Clear the roof of debris, and check that no shingles or tiles are cracked or missing.
- Paint exposed wood on siding, trim and fascia boards. This is important to preventing wood rot.
- Check that all exterior lights are working and free of obstructions. Installation of new lighting must meet code requirements through Electrical and Planning permits and inspection. Read our handout on Broad Spectrum Lighting (LED) for private development: www.sanjoseca.gov/DocumentCenter/View/361.



IMPORTANT NUMBERS

- 408-535-3850 Abandoned Vehicles
- 800-414-2002 Adult Protective Services
- 408-578-7297 Animal Care & Services
- 408-535-7055 Business Tax
- 408-535-3555 Building Permits
- 408-342-3500 Apartment Assn Tri-County
- 408-299-2071 Child Abuse Hotline
- 408-535-7770 Code Enforcement Phone
- 408-292-6924 Code Enforcement Fax
- 800-321-2752 Contractor's License Board
- 408-947-7867 Crime Stoppers
- 408-535-7750 Fire Prevention
- 408-793-6901 Free Tow Program
- 408-535-3500 Garbage And Recycling
- 866-249-0543 Graffiti Complaints
- 408-578-9519 Housing Rehabilitation
- 408-299-7300 Household Hazardous Waste
- 408-998-5200 Legal Aid of SC County
- 800-743-5000 Pacific Gas & Electric Co.
- 408-535-3555 Planning Permits
- 800-222-1222 Poison Control
- 408-918-4770 SC County Vector Control
- 408-792-2327 SC County Mediation Services
- 408-794-1901 Streets & Sidewalks
- 408-794-1900 Sewers
- 408-794-1903 Street Light Repair
- 408-277-4452 Towing Permits
- 408-794-1901 Tree Trimming & Removal

Multiple Housing Program Service Level Tier 1 Property Owner / Manager Responsibilities

Here's a summary of the key responsibilities of a property owner/manager for buildings in the City's Tier 1 service level:

- Maintain the buildings in compliance with minimum housing standards.
- To maintain Tier 1 status, the owner must agree to check every unit in the building on an annual basis and upon change in tenancy.
- The owner must provide a copy of the [Self-Certification Checklist](#) to tenants within five working days of the inspection, and maintain electronic or hard copies of the records for seven years.
- If any units cannot be self-certified, then notify the Code Enforcement Division no later than July 31st of each year.



An Online Renewal Guide is available on our Multiple Housing Inspection Program web page.

- An affidavit must be completed every year using San José's online permit system: www.sjpermits.org

For more information, visit the [Multiple Housing Inspection Program](http://www.sanjoseca.gov/CodeEnforcement) web page at www.sanjoseca.gov/CodeEnforcement. *

Questions about the Apartment Rent Ordinance and Fees?

Contact the City's Housing Department at

408-975-4480 or
ARO@sanjoseca.gov

For more information visit
sjhousing.org