

CODE CONNECTION

NEWS & TIPS FROM THE MULTIPLE HOUSING PROGRAM

NOVEMBER 2017



Planning, Building and Code Enforcement

PERMITS

Making a Property Improvement? You May Need a Building Permit.

Any change to the structural, electrical, plumbing or mechanical configuration of any part of a building requires a permit. Installing certain appliances or equipment, such as a water heater, also requires a permit.

Important benefits of permits and inspections:

- **SAFETY** Your project is checked to ensure that it meets building safety standards.
- **QUALITY** Permits and inspections help assure the quality of your remodeling investment and are important to the value of your property.
- **LEGAL** They are required by state and local laws. Unless voluntarily corrected, illegally conducted work may incur costs for citations, permits, and reconstruction..

Learn more about how to get a Building permit at www.sanjoseca.gov/documentcenter/view/1875

required except in the case of online permits. The application covers all types of permits—building, electrical, plumbing or mechanical. If other forms are needed, our Permit Center staff will let you know.

- **STEP 3 Accurately prepare project plans.** Except for online permits, all projects require accurately drawn plans. For some projects, anyone can draw the plans as long as they are accurate, but some project plans must be produced by licensed professionals. Permit Center staff will help you understand what you need to submit, or visit the [Building Handouts and Forms \(www.sanjoseca.gov/index.aspx?nid=4854\)](http://www.sanjoseca.gov/index.aspx?nid=4854) web page for helpful information on the content and production of project plans.

NO-COST GUIDANCE FOR ALL. Staff at the Permit Center provide answers to your questions on what your project needs at no cost to you — just visit the Permit Center or call us at 408-535-3555. *

Painting, flooring and other cosmetic work don't need a permit. For more information or if you're seeking to legalize work done without a permit, see the bulletins entitled [Projects That Don't Need a Building Permit \(www.sanjoseca.gov/documentcenter/view/1883\)](http://www.sanjoseca.gov/documentcenter/view/1883) or [How to Legalize Unpermitted Work \(www.sanjoseca.gov/documentcenter/view/1881\)](http://www.sanjoseca.gov/documentcenter/view/1881).

Here are the steps for getting a building permit, including any trade permit for electrical, mechanical or plumbing work:

- **STEP 1 Choose the permit service that fits your project.** This bulletin describes our permit services and helps you choose the right permit service for your project.

- **STEP 2 Complete and submit a Building Permit Application** (www.sanjoseca.gov/DocumentCenter/View/1792). This form is

WORKSHOPS

Understanding the Residential Occupancy Permit Invoice

Nov. 14, 2017 ~ 6:30-7:30 p.m.
City Hall Wing Rooms 118-119

RSVP at <https://goo.gl/WU5jVs>

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

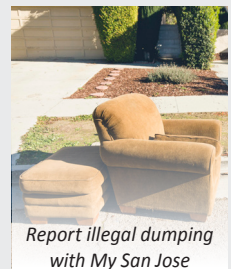
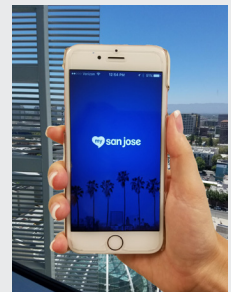
MOBILE APP

Request Services with My San Jose

The City of San José is proud to present My San Jose, a state-of-the-art mobile tool that allows you to quickly and easily report common service requests such as potholes, graffiti, abandoned vehicles, streetlight outages, and illegal dumping.

When you submit a city service request through My San Jose, the request will reach the relevant city service team who will accept, review, and resolve your request as appropriate — and let you know the outcome.

Download the app at www.sanjoseca.gov/mysanjose. *



To subscribe to Code Connection, visit sanjoseca.gov/CodeEnforcement

Join our mailing list and you'll receive our newsletter.

FROM SACRAMENTO

Making your property safe for an earthquake can be expensive.

You may be eligible for a loan to help with earthquake retrofits



The State of California Treasurer’s office is offering a loan program to upgrade your property for safety during an earthquake.

Seismic retrofit construction projects in the program include, but are not limited to:

- Anchoring the structure to the foundation
- Bracing cripple walls
- Bracing hot water heaters
- Installing automatic gas shutoff valves
- Repairing or reinforcing the foundation to improve the integrity of the foundation against earthquake damage

All retrofits must follow local building code process.

For more information see the CalCAP/Seismic Safety Financing Program brochure at: www.treasurer.ca.gov/cpcf/calcap/seismic/brochure.pdf, call 916-654-5610 or email CalCAP@treasurer.ca.gov *

IMPORTANT NUMBERS

- 408-535-3850 Abandoned Vehicles
- 800-414-2002 Adult Protective Services
- 408-794-7297 Animal Care & Services
- 408-535-7055 Business Tax
- 408-535-3555 Building Permits
- 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
- 408-995-4130 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

Are you meeting the requirements to maintain your service level?



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

Property owners and managers have a responsibility to ensure that their buildings meet safety and building codes for housing.

- Owners agree to check every unit in the building every year and when the tenants change
- Owners must provide the Self-Certification Checklist (www.sanjoseca.gov/DocumentCenter/View/35924) to tenants within five working days and maintain records for seven years
- Notify the Code Enforcement Division by July 31st of each year, if units cannot be certified
- 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. *

2018 Workshop Dates

Feb. 14	Aug. 15
Mar. 14	Sept. 19
Apr. 18	Oct. 17
May 16	Nov. 14

For more information visit www.sanjoseca.gov/index.aspx?NID=445