



HOUSING INSPECTION PROGRAM

Environmental Health Services (EHS) is responsible for enforcing State health laws, quarantines, and orders related to housing, in the areas of interior and exterior maintenance, sanitation, and occupancy standards. Authority to enter and conduct housing inspections is derived from the California Health & Safety Code Section 17970.

In order to support the enforcement activities related to these laws, the County Board of Supervisors passed County Ordinance No. 04180, to charge fees for these services. Fees are established to cover Program costs for conducting inspections, responding to complaints and ensuring that programs comply with State laws that mandate monitoring and enforcement by the County.

All multi-unit (4 or more) rental properties are subject to routine housing inspections by EHS and assessed an annual fee as set by County Ordinance, Title 5, Chapter 5.64, §5.64.070. Multi-unit buildings are inspected to comply with minimum standards as set forth in §17920.3, (substandard building), & §17920.10, (lead hazards). Single-family dwellings, duplexes, and triplexes are inspected on a complaint only basis.

Once an inspection is completed, the property owner is notified in writing of the inspection results. If violations are confirmed and documented, a timeframe for compliance will be given. If additional inspections are required to attain compliance, owners may be subject to re-inspection fees.

Enclosed, for your information, are copies of:

- ❖ San Mateo County Ordinance and Fee Schedule
- ❖ Health & Safety Code §17920.3 –Substandard Building
- ❖ Health & Safety Code §17920.10 –Lead Hazards
- ❖ FYI Brochure
- ❖ Sample of a Housing Inspection Report
- ❖ Copy of invoice

Providing adequate housing to your tenants is a minimum requirement under State Housing Codes. The California Civil Code Sections 1941 and 1942 provide tenants with protection against unlawful evictions and other retaliatory measures such as raising rent due to repairs of a minimum requirement.

Revenue and Taxation Code, Section 172299 and 24436.5, requires that EHS report all substandard rental units that do not comply within six (6) months of notice of violation. If compliance is not met, this office will report such non-compliance to the Federal Tax Board which will disallow any State Income Tax deductions for interest, depreciation, or taxes for the dwelling unit(s).

Your cooperation in maintaining safe, sanitary housing is appreciated.

If you have any questions, please contact the Environmental Health Services Housing Program at (650) 463-6925 or email ehshousing@smcgov.org.



SAN MATEO COUNTY ORDINANCE

Title 5 BUSINESS REGULATIONS

Chapter 5.64 FEES FOR ENFORCEMENT OF STATE PUBLIC HEALTH LAWS

5.64.070 Collection of fees.

EHS fees shall be charged annually for activities for which the County Health Officer or other County officer or employee is charged with the responsibility of enforcing any statute, order, quarantine, rule or regulation prescribed by state officer or department relating to public health, which either requires or authorizes the County Health Officer or other County officer or employee to perform specified acts.

The County Board of Supervisors approves the fees charged by EHS. Fees are established to cover the Program costs for conducting inspections, responding to complaints, and ensuring that programs comply with State laws that mandate monitoring and enforcement by the County.

Please visit smchealth.org/ehfees to find the Housing Program's current fee schedule.

Exemption from fees.

You may be exempt from fees if you satisfy one of the following:

1. The business is operated by a blind person who has a certificate issued by the Bureau of Vocational Rehabilitation of the State of California;¹ or
2. The business is a State registered, tax exempt person or organization operating exclusively for charitable purposes.²

¹ Provide a copy of the certificate issued from the Bureau of Vocational Rehabilitation field with the State of California.

² Provide a current copy of IRS Form 990 **and** Letter of Determination filed with the IRS to Environmental Health Services annually.



HEALTH AND SAFETY CODE SECTION 17920.3

§ 17920.3 Substandard building; conditions

Any building or portion thereof including any dwelling unit, guest room or suite of rooms, or the premises on which the same is located, in which there exists any of the following listed conditions to an extent that endangers the life, limb, health, property, safety, or welfare of the public or the occupants thereof shall be deemed and hereby is declared to be a substandard building:

- (a) Inadequate sanitation shall include, but not be limited to, the following:
- (1) Lack of, or improper water closet, lavatory, or bathtub or shower in a dwelling unit.
 - (2) Lack of, or improper water closets, lavatories, and bathtubs or showers per number of guests in a hotel.
 - (3) Lack of, or improper kitchen sink.
 - (4) Lack of hot and cold running water to plumbing fixtures in a hotel.
 - (5) Lack of hot and cold running water to plumbing fixtures in a dwelling unit.
 - (6) Lack of adequate heating.
 - (7) Lack of, or improper operation of required ventilation equipment.
 - (8) Lack of minimum amounts of natural light and ventilation required by this Code.
 - (9) Room and space dimensions less than required by the Code.
 - (10) Lack of required electrical lighting.
 - (11) Dampness of habitable rooms.
 - (12) Infestation of insects, vermin, or rodents as determined by the health officer.
 - (13) General dilapidation or improper maintenance.
 - (14) Lack of connection to required sewage disposal system.
 - (15) Lack of adequate garbage or rubbish storage, and removal facilities as determined by the health officer.
- (b) Structural hazards shall include, but not be limited to, the following:
- (1) Deteriorated or inadequate foundations.
 - (2) Defective or deteriorated flooring or floor supports.
 - (3) Flooring or floor supports of insufficient size to carry imposed loads with safety.
 - (4) Members of walls, partitions, or other vertical support that split, lean, list, or buckle due to defective material or deterioration.
 - (5) Members of walls, partitions, or other vertical supports that are of insufficient size to carry imposed loads with safety.
 - (6) Members of ceilings, roofs, ceilings and roof supports, or other horizontal members, which sag, split, or buckle due to defective material or deterioration.
 - (7) Members of ceiling, roofs, ceiling and roof supports, or other horizontal members that are of insufficient size to carry imposed loads with safety.
 - (8) Fireplaces or chimneys, which list, bulge, or settle due to defective material or deterioration.
 - (9) Fireplaces or chimneys, which are of insufficient size or strength to carry, imposed loads with safety.



HEALTH AND SAFETY CODE SECTION 17920.3 CONTINUED

- (c) Any nuisance.
- (d) All wiring, except that which conformed with all applicable laws in effect at the time of installation if it is currently in good and safe condition, and working properly.
- (e) All plumbing, except that which conformed with all applicable laws in effect at the time of installation and which has been maintained in good condition, or which may not have conformed with all applicable laws in effect at the time of installation but is currently in good and safe condition and working properly, and which is free of cross connections and siphonage between fixtures.
- (f) All mechanical equipment including vents, except that which conformed with all applicable laws in effect at the time of installation and which has been maintained in good and safe condition, or which may not have conformed with all applicable laws in effect at the _____ condition and _____ properly.

Faulty weather protection, which shall include, but not be limited to, the following:

- (1) Deteriorated, crumbling or loose plaster.
 - (2) Deteriorated or ineffective waterproofing of exterior walls, roof, foundations, or floors, including broken windows or doors.
 - (3) Defective or lack of weather protection for exterior wall coverings, including lack of paint, or weathering due to lack of paint or other approved protective covering.
 - (4) Broken, rotted, split, or buckled exterior wall coverings or roof coverings.
- (g) Any building or portion thereof, device, apparatus, equipment, combustible waste, or vegetation which, in the opinion of the chief of the fire department or his deputy, is in such a condition as to cause a fire or explosion or provide a ready fuel to augment the spread and intensity of fire or explosion arising from any cause.
 - (i) All materials of construction, except those which are specifically allowed or approved by this code, and which have been adequately maintained in good and safe condition.
 - (j) Those premises on which an accumulation of weeds, vegetation, junk, dead organic matter, debris, garbage, _____, rodent harborages, stagnant water, combustible materials, and similar materials or conditions that constitute fire, health, or safety hazards.
 - (k) Any building or portion thereof which is deteriorated to be an unsafe building due to inadequate maintenance, in accordance with the latest edition of the Uniform Building Code.
 - (l) All building or portions thereof not provided with adequate exit facilities as required by this Code, except those buildings or portions thereof whose exit facilities conformed with all applicable laws at the time of their construction and which have been adequately maintained and increased in relation to any increase in occupant load through lack of, or improper _____ of, exits, additional exits may be required to be installed.
 - (m) All buildings or portions thereof which are not provided with the fire-resistive construction or fire-extinguishing systems or equipment required by this code, except those buildings or portions thereof which conformed with all applicable laws at the time of their construction and whose fire-resistive integrity and fire-extinguishing systems or equipment have been adequately maintained and improved in relation to any increase in occupant load, alteration or addition, or any change in occupancy.
 - (n) All buildings or portions thereof occupied for living, sleeping, cooking or dining purposes which were not designed or intended to be used for such occupancies.
 - (o) Inadequate structural resistance to horizontal forces “includes a building not in compliance with Section 17920.7”



HEALTH AND SAFETY CODE SECTION 17920.10

LEAD HAZARDS

§17920.10. (a) Any building or portion thereof including any dwelling unit, guestroom, or suite of rooms, or portion thereof, or the premises on which it is located, is deemed to be in violation of this part as to any portion that contains lead hazards. For purposes of this part, "lead hazards" means deteriorated lead-based paint, lead-contaminated dust, lead-contaminated soil, or disturbing lead-based paint without containment, if one or more of these hazards are present in one or more locations in amounts that are equal to or exceed the amounts of lead established for these terms in Chapter 8 (commencing with Section 35001) of Division 1 of Title 17 of the California Code of Regulations or by this section and that are likely to endanger the health of the public or the occupants thereof as a result of their proximity to the public or the occupants thereof.

LEAD HAZARD WARNING

Lead-safe work practices are required by State of California Law for all work that disturbs paint in pre-1978 buildings due to the possible presence of lead-based paint. As of April 22, 2010, the US EPA requires all workers (including property owners) who disturb pre-1978 painted surfaces to be trained, and all firms to be EPA certified, in lead safety. For more information, contact EPA at epa.gov/lead, or San Mateo County Environmental Health Services (650) 372-6200.

LINKS TO ADDITIONAL LEAD INFORMATION:

[Protect Your Family From Lead in Your Home - English](#)

[Protect Your Family From Lead in Your Home - Spanish](#)

[Renovate Right - EPA Publication English](#)

[Renovate Right - EPA Publication Spanish](#)



PEST CONTROL SERVICE GUIDELINES

Do not apply pesticides unless you fully understand what you are applying and the risks involved. You are legally liable if you misapply a pesticide, or apply it without a license to the property of another (including common spaces in apartment buildings).

An illegal use occurs when someone does not follow the directions on a pesticide label or does not obey California's laws. Anyone who uses a pesticide illegally can be fined or criminally prosecuted. This applies even to people using pesticides in their own homes or gardens. Pesticide labels are your guide to using the product safely. The label is the law. This means that if you don't follow the directions printed on the label, **you are breaking the law.**

Under the CA Structural Pest Control Act*, Article 3, Section 8555 (c), pest control may be performed by persons upon property that they own, lease, or rent, except that the persons shall be subject to the limitations imposed by Article 3 of this chapter. This applies **ONLY to owners** of rental property. Owner's agents, managers, tenants, maintenance workers etc., (unless licensed) **CANNOT legally apply pesticides** if asked to do so by the owner. It is strongly recommended, and in most instances shall be required by EHS to hire a licensed pest control company to confirm the infestation and to develop an integrated pest management plan.

Licensed applicators should provide proof of their licensure and their company's licensure upon request. Visit pestboard.ca.gov/license or call the Structural Pest Control Board at (916) 561-8704 to confirm that the company is certified.

California law requires a registered structural pest control company to provide the owner, or owner's agent, and tenant(s) of the premises for which the work is to be performed with clear written warning notice which contain the following information: a) the pest to be controlled; b) the pesticide(s) to be used, and the active ingredient(s); c) frequency of application.

In cases involving a contract for periodic pest control services, the notice is required to be provided by the pest control company at the time of initial treatment. The Owner/Agent is required to provide subsequent new tenants with a copy of this initial notice provided by the pest control company. The notice must contain information about the frequency of treatment.

It is important for the owner/management/tenant(s) to cooperate fully with all of the pest control company's recommendations. These recommendations may include removing items from kitchen cabinets, washing clothing and linens, reducing clutter in infested rooms, removing overgrown vegetation from the premises, etc.

If you have questions or concerns about a pesticide application, or to report illegal pesticide use, call the County Agricultural Commissioner's Office at (650) 363-4700. The Agricultural Commissioner investigates pesticide incidents and illnesses, and can assess fines and other penalties if laws have been broken.

*CA Dept of Pesticide Regulation: cdpr.ca.gov/
National Pesticide Information Center: npic.orst.edu
US EPA – Bed Bugs and Pesticides: epa.gov/bedbugs/



SAMPLE HOUSING INSPECTION REPORT

Property Address: _____ Date: _____
 Owner's Name/ DBA: _____ Recheck Date: _____
 Mailing Address: _____ Page _____ of _____
 Contact Phone Number: _____ Complaint ID: **CO** _____
 APN: _____ Units: _____ Record ID: _____ PE: _____ Service Code: _____

VIOLATION OBSERVED	SEE REVERSE	The marked items represent Health & Safety Code violations and must be corrected as follows:
Door Locks / Window Security	01	
Electrical	02	
Elevator / Permit Expired	03	
Exterior	04	
Fire Extinguisher (date)	05	
Fire Safety	05	
Floors	04	
Foundation	04	
Foundation Vent Screens	22	
Garbage Area / Receptacles	06	
Ground Maintenance	04	
Handrails / Guardrails / Stairs	04/07	
Hazardous Materials	08	
Heating Facilities	09	
Hot Water Heater	10	
Interior	13	
Laundry Room	14	
Lead Paint Hazard (pre-1978)	15	
Lighting	16	
Mold / Mildew	13	
Motor Vehicles / Inoperable	12	
Nuisance	17	
Occupancy	18	
Owner / Management Information	19	
Plumbing	20	
Pool Area	21	
Roof	04	
Sewage	20	
Sidewalks / Driveways	22	
Smoke / CO Detectors	23	
Structural Hazard	04	
Ventilation	24	
Vermin / Pest Control	25	
Weather Protection	04	
Windows	04	
Hotels / Motels / B & B		
Continental Breakfast / Kitchen	26	
Food Safety Certification	27	
Ice Dispenser	11	
Room Condition/ Bedding	28	
Storage Areas / Pantry	26	
Multi-Use Utensils Sanitized	29	

SAMPLE

Only common areas and the exterior of the property; no complaints reported.

ADDITIONAL INSPECTIONS REQUIRED FOR COMPLIANCE OF THE ABOVE VIOLATIONS WILL BE BILLED AT AN HOURLY RATE AS ALLOWED BY COUNTY ORDINANCE: smchealth.org/ehfees

Revenue and Taxation Code Section 172299 and 24436.5 requires that our agency report all substandard rental units that do not comply within six (6) months of this notice. If compliance is not met, EHS will report such non-compliance to the Federal Tax Board which will disallow any State Income Tax deductions for interest, depreciation, or taxes for this dwelling unit(s).

Items marked on the Housing Inspection Report denote a violation of the law as found in the Uniform Housing Code (UHC), the International Building Code (IBC), the California Health and Safety Code (HSC) Sections 13113 and 17920.3-17910 et seq, the California Code of Regulations (CCR) Title 25 & 17 & 22 & 24, the Uniform Plumbing Code (UPC), the Uniform Mechanical Code (UMC), the National Electrical Code, the California Labor Code (CLC), Penal Code 370-373a., and the San Mateo County Ordinance, and applicable Municipal Codes.

01. Door Locks/ Window Security. (CCR 1941.3)

- a. Install and maintain an operable dead bolt lock on each main swinging entry door of a dwelling unit. Dead bolt lock shall be of a thumb-turn type; key operated type is not permitted.
- b. Install and maintain operable window security or locking devices for windows that are designed to be opened.

02. Electrical. Maintain all electrical equipment, wiring, and appliances in good and safe condition and working properly. (HSC 17920.3 & UHC 1001.5)

03. Elevator Permit Expired. (CLC 7300-7324 (contact: 408-362-2120)

04 Exterior. Maintain the premises in good repair. (UHC 1001.3-1001.13)

- a. Remove abandoned appliances or secure to prevent entrapment. (HSC 17920.3)
- b. Repair/ replace structural hazards, such as foundations, flooring or floor supports, wall members or vertical supports, ceiling, roof or roof supports, fireplaces or chimneys. (HSC 17920.3)
- c. Repair/ replace faulty weather protection, including but not limited to deteriorated plaster and deteriorated waterproofing at exterior walls, roof, foundation, floors including broken windows and doors. (HSC 17920.3, UHC 1001.8)
- d. Provide adequate lighting to all hallways, stairs, and exitways. (UHC 504.4)
- e. Repair/ replace steps, handrails, or stairs that are missing or in poor repair. (HSC 17920.3, UHC 601.2)
- f. Remove accumulation of weeds, vegetation, junk, dead organic matter, debris, garbage, offal, rodent harborages, stagnant water, combustible materials, and similar materials or conditions that constitute fire, health, or safety hazards. (HSC 17920.3, UHC 1001.11 & 1001.2)
- g. Repair/ replace broken and/or missing doors/ windows. (HSC 17920.3, UHC 601.2)

05. Fire Extinguishers/ Safety. Provide operable, approved fire extinguishing systems or equipment and service annually. (HSC 17920.3, UHC 901 & 1001.13,1001.9, CCR Title 25 Section 46).

- a. There shall be at least one (1) extinguisher on each floor or level;
- b. There shall be an extinguisher within 75 feet from the door to each dwelling unit and on the same level;
- c. The extinguisher must be easily accessible and not in a locked room;
- d. The extinguisher, gauge, and service tag must be visible and well marked;
- e. The minimum rating of an extinguisher is 2A:10BC;
- f. The extinguisher must be inspected annually by a licensed person.

06. Garbage Area. Provide adequate garbage/ rubbish storage and removal facilities. (HSC 17920.3, UHC 1001.2)

- a. Store garbage/ rubbish in covered container with tight-fitting lid.
- b. Clean to remove garbage/ rubbish accumulation outside of dumpster/ container.
- c. Provide additional garbage/ rubbish containers and/or more frequent removal.

07. Handrails & Guardrails. Every exterior and interior flight of stairs having more than four risers shall have a handrail on one side of the stair, and every open portion of a stair, landing, balcony, porch, deck, ramp,...more than 30 inches above the floor...shall have guards. (HSC 17920.3)

08. Hazardous Materials.

09. Heating. Provide heating that is adequate and in good repair to all habitable rooms. (HSC 17920.3, UHC 701 & 1001.2, CCR Title 25). Dwelling units shall be provided with heating facilities capable of maintaining a room temperature of 68F at a point 3 feet above the floor in all habitable rooms. All heating devices or appliances shall be of an approved type.

10. Hot Water Heater. Hot water is supplied to plumbing fixtures at a temperature of not less than 110F. (HSC 19210-19216 & UHC 401 & 1001.2)

- a. All water heaters shall be braced, anchored, or strapped to resist falling or horizontal displacement due to earthquake motion.
- b. Water heaters shall also include a properly installed Temperature and Pressure Relief Valve (TPR) and discharge tube. UPC Section 17958.5)

11. Ice Dispenser. (HSC 114065)

12. Motor Vehicles/ Inoperable Vehicles. No inoperative or unlicensed motor vehicle shall be parked, kept or stored on any premises...be in a state of major disrepair...undergo painting...etc. (IPMC 302.8)

13. Interior. Maintain the interior of building/structure in good repair. (HSC 17920.3, UHC 601 & 1001.2)

- a. Abate dampness of habitable rooms.
- b. Provide damp-proof, weatherproof structure.
- c. Identify source of moisture and remove excessive moisture.

14. Laundry Room.

- a. Provide adequate ventilation. (HSC 17920.3, UHC 504.3 & 701.3)
- b. Repair/ replace plumbing leaks. (HSC 17920.3, UHC 505)
- c. Drain all liquid waste to approved public sewer or approved sewage disposal system. (HSC 17920.3)

15. Lead Paint Hazard. (HSC 17920.10)

- a. Abate lead paint hazard using approved safe work practices.
- b. Repair deteriorated lead-based paint, remove lead-contaminated dust and soil using approved safe work practices.
- c. Do not disturb lead-based paint without containment using approved safe work practices.

16. Lighting. (HSC 17920.3, UHC 504 & 1001.2)

- a. Provide required electrical lighting.
- b. Provide minimum amounts of natural lighting.
- c. Provide adequate lighting to all hallways, stairs, and exits.

17. Nuisance. Anything which is injurious to health or is indecent or offensive to the senses, or an obstruction to the free use of property, so as to interfere with the comfortable enjoyment of life or property by an entire community or neighborhood, or by any considerable number of persons, or unlawfully obstructs the free passage or use.....is a public nuisance (PC 370-373a,UHC 401 & 1001.4)

18. Occupancy. Provide proper room and space dimensions. Habitable rooms intended for sleeping purposes shall be a minimum of 70 square feet for the first two occupants and an additional 50 square feet for each additional occupant.. Prevent overcrowding. (HSC 503) **Improper Occupancy.** Do not allow occupancy of buildings or other portions of buildings that are occupied for living, sleeping, cooking, or dining purposes that were not designed or intended to be used for those occupancies. (HSC 17920.3 & UHC 1001.14)

19. Owner/Management Information Posted. A notice stating owner name & address shall be posted in a conspicuous place on the premises of all complexes in which there less than 16 units. A resident manager shall reside upon the premises and shall have charge of every dwelling unit in which there are 16 or more units.

20. Plumbing. Maintain all plumbing in good and safe condition and working properly, and free of cross connections and siphonage between fixtures.(HSC 17920.3, UHC 401 & 505 & 1001.2 & 1001.6, UPC 101.5.5)

- a. Provide water closet, lavatory, bathtub, or shower that is adequate and in good repair.
- b. Repair plumbing leak at drainpipe.
- c. Provide kitchen sink in good repair.
- d. Provide hot and cold running water all plumbing fixtures.
- e. Provide connection to public sewer or approved sewage disposal system..
- f. Repair plumbing system to eliminate cross-connection or siphonage between fixtures.

21. Pool Area. Clarity of water - water must be clear at all times (CCR,Title22, CH 20, 65527), Gates - must be self closing and self latching(Title 24, CH 31B, 3118B.2)

22. Sidewalks/ Driveways. Shall be kept in a proper state of repair. (IPMC 302.3)

23. Smoke Detectors. Provide operable, approved smoke detectors in each dwelling unit intended for human occupancy and in common stairwells. The owner must install smoke detectors in the common areas of every apartment, every bedroom, and on every floor of a single-family house. The owner shall be responsible for testing and maintaining detectors in hotels,motels, apartment complexes and other multiple dwelling complexes. (HSC13113.7&13113.8).

Carbon Monoxide Detectors must be installed in every SFD by 7/1/2011 and in all other dwelling units by 1/1/2013.(SB183)

24. Ventilation. Provide adequate ventilation. (HSC 17920.3, UHC 504 & 1001.2)

25. Vermin. (HSC 17920.3, UHC 601 & 1001.2)

- a. Abate infestation of insects, vermin, or rodents.
- b. Maintain premises free of vermin.
- c. Repair the building to prevent the entrance and/or harborage of vermin.
- d. Clean to remove vermin.
- e. Clean to remove accumulation of animal/dog droppings.
- f. Use only approved insecticides/ pesticides.

26. Continental Breakfast/ Kitchen. California Retail Food Code(CALCODE)

27. Food Safety Certification. Certificates shall be valid for five years from the date of original issuance. (HSC 113947 – 113947.6)

28. Hotel/Motel/B&B Bedding. Provide clean, dry, sanitary bedding. (CCR Title 25)

29. Hotel/Motel/B&B Utensils Sanitized. All multi-service utensils must be washed, rinsed and sanitized between uses. (HSC 114060 – 114097 & CCR Title 17-30850-30858)