



## Commonly asked questions about the Residential Health and Safety Inspection Program

### **What is the Residential Health & Inspection Program (RH&S)?**

This program establishes the procedures for the inspection of all single and multiple-family residential non-owner occupied units, and for inspection of all dwellings sold within the San Pablo city limits. This program helps ensure the City's residential units comply with existing state and local building, electrical, fire and plumbing code standards, to ensure structures are safe for occupancy, and the housing stock is maintained to acceptable standards.

### **When is an RH&S inspection needed?**

A Residential Health and Safety inspection is required for properties that are for sale or non-owner occupied. When a residential single-family, owner occupied unit is more than ten years old (from the original construction date), or a residential non-owner occupied unit more than three years old is being sold or transferred an application for a resale inspection is required.

It is important to note that if a property is for sale and it has a current, valid periodic (rental) certificate of compliance, then a resale certificate of compliance is not needed.

### **What is the fee for an RH&S inspection?**

- |                            |                          |
|----------------------------|--------------------------|
| ○ Condominium or Townhouse | \$391                    |
| ○ Single Family            | \$391                    |
| ○ Duplex                   | \$391 plus \$78 per unit |
| ○ Multiple Units           | \$391 plus \$78 per unit |

### **What is the procedure to file an application and schedule an inspection?**

- You may download an application from our city website at <http://www.sanpabloca.gov/index.aspx?nid=865>
- You can fax your application to (510) 215-3014, and pay by credit card by completing the Credit Card Payment Form attached as page 3 to the application at the above link.

- If this is not an urgent inspection, you can mail your application with a check payable to City of San Pablo:  
City of San Pablo  
Community & Economic Development Department  
13831 San Pablo Avenue, Bldg. 3  
San Pablo, CA 94806

### **When are inspections scheduled?**

Inspections are usually scheduled within a week after payment. It is very important to call as soon as the property is listed for sale in order to avoid any delays in escrow closing procedures. Inspection reports can be mailed or faxed or e-mailed upon request within a week after the inspection has been performed.

### **When is a certificate of compliance issued?**

A certificate of compliance is issued when the owner secures the necessary permits, corrects all deficiencies and ensures that a re-inspection is performed on the property within sixty (60) days after the inspection or before the close of escrow, whichever is earlier. A resale certificate is good upon the completion of sale or transfer, or twelve months from the date of issue; whichever is earlier.

### **What is a temporary resale certificate of compliance?**

If the owner or seller cannot complete all work needed to remove or mitigate potential threats to the health and safety of the occupants or future occupants before the anticipated date of close of escrow, the potential buyer may sign a temporary certificate of compliance. This document states that the buyer is purchasing the property “as-is” and the buyer is also assuming all obligations of the owner and shall comply with the city’s codes and inspection report within sixty days of close of escrow.

Please call (510) 215-3037 to schedule an appointment to sign this document.

### **What happens if the RH&S procedures are not followed?**

If the owner fails to correct all such deficiencies within six months after the original application was filed, a new application should be completed and the application fee must be repaid. If a temporary resale certificate of compliance was issued and the new owner fails to correct all deficiencies within sixty days after the close of escrow, a new application must be filed and the inspection fee must be repaid. The acceptance of a new application shall not waive the city’s right to proceed with any civil or criminal remedy for previous failures to comply. Failure to obtain a certificate of compliance for properties that are for sale or non-owner occupied constitutes a violation of local codes dealing with health, safety or building within the meaning of Revenue and Taxation Code Sections 17274 and 2436.5.

For any questions regarding the RH&S program, please (510) 215-3037 or e-mail your questions to [RHS@sanpabloca.gov](mailto:RHS@sanpabloca.gov)

**Demerit system for non-owner occupied properties**

The Demerit System for RH&S was modified by the Building Official in September of 2003 (only applies to non-owner occupied properties). The Building Official establishes a schedule of demerits and certificate duration (see below).

Single Family/Condominium/Townhouse:

Less than 8 points	5 years
Between 8-14	4 years
Between 15-21	3 years
Between 22-28	2 years
More than 29 points	1 year

Multiple Units:

A parcel with more than one unit is considered a multiple unit.

For example, a duplex that has 12 demerits on unit A, 6 demerits on unit B and 2 on the common area (everything outside of the living unit, when there is more than one unit on the property), the average of the two units is 9 and we add the 2 demerits from the common area for a total of 11 demerits. Based on the breakdown above, this property should have a certificate of compliance for 4 years.

According to section 15.52.060 of the RH&S Ordinance, periodic certificates of compliance for non-owner occupied units are good for periods of twelve, twenty-four, thirty-six, forty-eight and sixty months, depending on the number of demerits a property receives at time of original inspection.