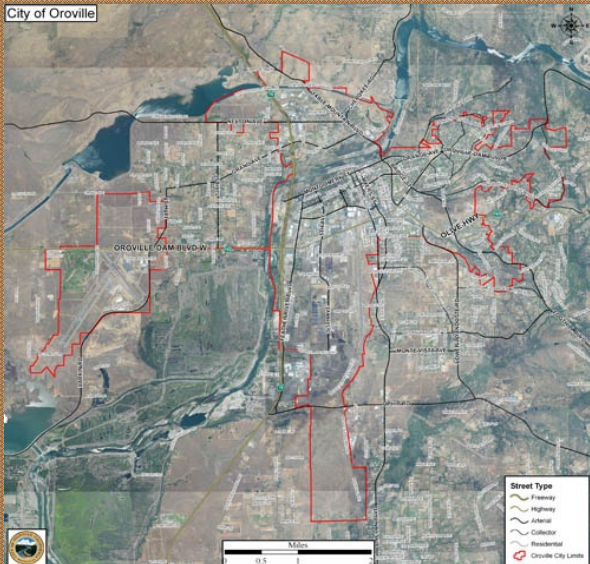


Inspection Guidelines

All inspections will be completed in a timely manner as to not disrupt the tenants privacy. At the time of inspection the tenant will have the opportunity to inform the inspector of any items of concern that involves the current condition of the rental space. It is important that the property owner and manager maintain communication to resolve any outstanding issues that are identified at the time of inspection.

An extension may be granted if requested and it is determined by the multi-family housing inspector that additional time is needed to correct the items on a case-by-case basis.



CITY OF OROVILLE

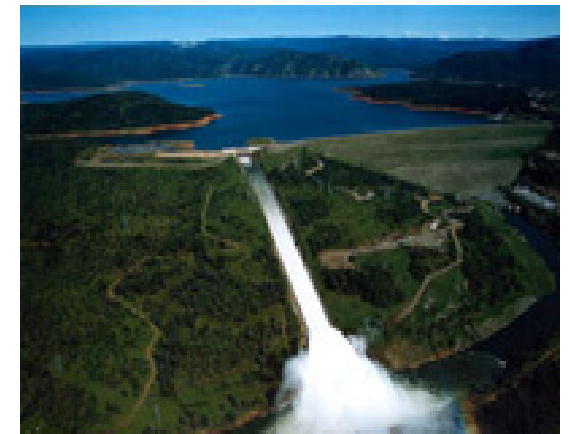
BUILDING/CODE ENFORCEMENT DIVISION

MULTI-FAMILY HOUSING INSPECTION PROGRAM



BUILDING/CODE ENFORCEMENT DIVISION

1735 Montgomery Street
Oroville, CA 95965-4897
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Inspection Process

The multi family housing inspection process is established to verify that living conditions are being maintained by property owners. All multi-family dwelling units must be in compliance with the City of Oroville Ordinance #1726 chapter 6A division 1. This inspection will apply to all residential rental properties with two or more units on the same parcel.

The process for the inspection is as follows:

- A formal letter is sent to the property owner with information regarding the inspection that needs to take place and scheduling a date and time for the inspection.
- Once a date is established and the inspection is scheduled, the property owner and/or manager must provide the tenants in writing that an inspection will take place. The tenants must be given a **minimum 24 hour notice** prior to the inspection.
- The inspector will then meet the property owner and/or manager on site for the inspection. Please keep in mind that pictures will be taken of violations and or hazards that effect the living conditions. The inspection will then take place; the inspection usually lasts 15-30 minutes per housing unit.

Inspection Process Continued...

- When the inspection is complete the property owner and/or manager will have to address any items that do not meet minimum code requirements. The property owner and/or manager will be provided with a copy of the inspection items.
- If items are found on the first inspection then the property owner and/or manager will need to complete the items within **30 days** of the inspection date. Please let the inspector know of any questions that you have regarding the items prior to the second inspection.
- Once the items are complete the property owner and/or manager must schedule the second inspection. If the inspection does not pass the second time a **re-inspection fee of \$37.00** per unit will need to be paid prior to the third inspection.
- Each owner of a property is subject to an inspection fee for each housing unit. The fee is used to cover the cost of the inspection and enforcement by the city. The **inspection fee is \$37.00** per housing unit.
- Once the inspection(s) are completed and approved a "Certificate of Completion" is sent to the property owner.

Inspection Areas

Inspection areas include but are not limited to:

- Exterior of the building
- Roofing type and sustainability
- Overall maintenance of the property
- Front entry
- Living room
- Dining room
- Kitchen
- Hallway(s)
- Storage room
- Utility areas/closets
- Garage
- Bedrooms/Bathrooms
- General living areas
- Smoke Detectors



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