



P A L M D A L E

*a place to call home*

Residential Rental Unit  
Inspection Program

## **Residential Rental Housing Inspection Program Summary**

The city adopted Ordinance No. 1273 on February 13, 2006. This ordinance requires all residential rental properties to be inspected by the Building and Safety department. All properties must be registered by December 1, 2006. A copy is attached for your review.

### **Goals**

- Reduce housing code complaints and substandard property conditions.
- Maintain rental property values.
- Support quality property owners.

### **Program Overview**

- The inspection program applies to all residential rental (RRU) property including multi-family and single-family housing.
- Inspections are for compliance with existing minimum building and housing codes.
- The program will provide the ability to inspect all rental housing units in a pro-active one, three, or five-year format.
- Well-maintained properties will be inspected only every five years.
- Non-maintained properties will be inspected yearly if not more often.
- Required repair and maintenance logs assist in the protection of quality property owners from unfounded complaints and tenant damages.

### **All Rental Housing Units Require Registration**

- All rental housing will be required to register with the building department.
- There is a six-month grace period from time of adoption to become registered. This time period ends Dec 1, 2006, and all RRU properties must be registered by this date.
- **You are in compliance if you have submitted your application and have paid all fees due and are waiting for inspection of your property.**
- Non-registration of RRU property will be a violation after December 1, 2006.
- The registration fee for a rental-housing unit on an individual property will be \$214.94.
- The registration fee for multiple housing units on one property will be \$121.17 for the first unit \$93.87 for each additional unit.

### **Scheduling Inspection of RRU Property**

- Within two weeks of registering your property you (or your agent) will need to contact the Building Department at 661-267-5353 to schedule an inspection (you do not have to complete the inspection within these two weeks, but you must at least be scheduled).

**Contact:**

**Raul Guzman, Building Inspector**

[RGuzman@cityofpalmdale.org](mailto:RGuzman@cityofpalmdale.org)

661-267-5398

**Jason Dannenfelser, Building Inspector**

[jdannenfelser@cityofpalmdale.org](mailto:jdannenfelser@cityofpalmdale.org)

661-267-5387

**Wilber Rosales, Building Inspector**

[wrosales@cityofpalmdale.org](mailto:wrosales@cityofpalmdale.org)

661-267-5383

**Cristian Perez, Building Inspector**

[cperez@cityofpalmdale.org](mailto:cperez@cityofpalmdale.org)

661-267-5391

**(Inspectors are available by phone Monday-Thursday 7-9am & 4:30-5:30pm, Closed Fridays)**

- All units will be inspected the first registration cycle.
- Registration fees will cover first and one follow-up inspection for each housing unit.
- Additional inspections will require additional inspection fees to be paid.
- Thirty-day correction notices will be issued for most violations found.

### **Issuing Certificates of Compliance**

- Once all inspections are completed and all violations are corrected a certificate of compliance can be issued.
- Certificates will be issued for one, three or five (star) years based on violations found and time taken to correct.
- A multi-unit rental property must be PAC certified to obtain and maintain a five-year certificate.
- Single-family residential units need not to be PAC certified to obtain a five-year certificate.

### **Re-inspection and Re-issuance of Certificates of Compliance**

- Prior to a Certificate of Compliance expiring the property owner must re-register and pay new registration fees.
- Five-year certificates will have fewer RRU re-inspections than one-year certificates.

- During the re-registration process one-year certificates can move to five-year certificates if PAC certified, specified contractor work certifications are completed and no major violations are found from the re-inspection process.

## **Definitions**

**"Building Official"** means the Director of the Building and Safety Department, or his designee who shall possess all statutorily mandated certifications to enforce state building and construction codes.

**"Certificate of Compliance"** means a certificate issued by the Building Official for residential rental unit properties, certifying compliance with this chapter and the housing and property maintenance standards of the City of Palmdale.

**"Frequency Upgrade"** means modifying the inspection frequency to extend the length of time between re-registration and renewal of certificate of compliance of a residential rental unit.

**"Housing and property maintenance standards"** means the Health, Safety, and Technical Construction codes as amended, adopted and incorporated by reference in Chapters 8.04 and 8.08 and in the property maintenance standards set forth in Chapter 8.36 of this Code.

**"Inspection Frequency"** means the length of time between inspections for renewal of certification of residential rental units.

**"Maintenance Request log"** means the log required to be maintained by the owner or manager of a residential rental unit, which shall record all tenant requests for repairs, the time estimated at the time of the request for repairs to be completed, and the completion date of the repairs. See page 7.

**"Major Violation"** shall mean any one or more of the following violations:

- A. Heating system not fully operational at any time between October and May of the following year.
- B. Hazardous code violations, including any one or more of the following:
  - (1) Exposed electrical wiring;
  - (2) Collapsed ceiling or walls caused by water leakage;
  - (3) Sewage leakage into walls, floors or onto the ground;
  - (4) Structural damage resulting in the building being determined by the Building Official to be unsafe;

- (5) Fire alarm system not fully operational;
- (6) Firewalls damaged or not maintained.

**"Non-compliance with Notice and Order"** means that the owner, his authorized agent, or other responsible party does not make required repairs as provided in Notice and Order from the Building Official.

**"Other Violations"** means any violation other than those defined as a major violation.

**"Partners Against Crime (PAC) certified property"** shall mean a property containing one or more residential rental units certified to meet the requirements of the City's PAC program. See page 11 & 12.

**"Property Management Posting"** means a sign required to be posted and maintained at all times which shall include the address and location to obtain repair requests and a current 24-hour emergency phone number. The sign shall be posted close to the main entrance in an area accessible and visible to the general public, or as may otherwise be approved in writing by the Building Official. See page 5 & 6.

**"Repair request Form"** means a two-part form the owner of a property must provide to all tenants. The form shall indicate the address the form is to be delivered to for repair requests and an area for the manager or owner to sign the receipt of the repair request. The owner shall provide a copy of the request to the tenant. See page 8, 9 & 10.

**"Residential Rental Unit"** means a rented or leased single-family residential building or a rented or leased residential dwelling unit within a single-family or multi-residential building.

#### **ADDRESSING OF APARTMENT HOUSE.**

1. Multi-building projects will be issued one house number only. This includes non-subdivided property and subdivided property wherein common access is being used to serve all buildings. Numbers shall be a minimum of eight inches high. (Note: it is the policy of the Los Angeles County Fire Department in Antelope Valley to have horizontal numbers reading left to right only).
2. Each building shall be assigned a letter designation. Letters shall be a minimum of eight inches high. (Note: some buildings may require the placement of the letter designation in more than one location on the building.) By the Fire Dept.
3. The units for the entire project will be numbered consecutively. Numbers shall be a minimum of four inches high.

- A. No numbers will be duplicated.
- B. A building will be completely numbered before proceeding to the next building, i.e., a three story, 18 unit building with six units on each floor would have ground floor units reading 1 to 6, second floor units 7 to 12, and third floor units 13 to 18.

4. Lighted directories will be required at all road entryways.

### **RESIDENTIAL TRASH SERVICE REQUIREMENT & VERIFICATION**

The Palmdale Municipal Code requires that all multi-family and single-family residential tenants and owners must use the services of the local franchise holder of the city. In Palmdale, Waste Management is the refuse hauler providing service to the city. The Building Inspector will verify that the occupants of a rental unit have regular refuse pick-up service during the unit inspection. Please provide a copy of a current bill from Waste Management to the Inspector for single-family units for verification. Multi-family units will have service verified by the presence of a Waste Management dumpster(s) on-site in the complex. Weekly pick-up is required.  
(PMC 5.52.240-310)

# Single Family Rental Unit Posting Requirements

**Emergency Contact Number  
(661) Your Number**



**Emergency posting to be placed inside the electrical panel box. The sign must be at least 3" x 4" in size. The posting must have a 24 hour phone access number.**

# Multi-Family Rental Unit Posting Requirements

**Emergency posting to be placed close to the main entrance in an area accessible and visible to the general public, or as otherwise approved in writing by the Building Official. The sign must be metallic and at least 10” x 12” in size. The posting must have a 24-hour phone access number.**

Company Name: \_\_\_\_\_

**Emergency Contact Number  
(661) Your Number**

**Address and Location to Obtain Repair Request:**  
\_\_\_\_\_





### Residential Rental Unit Inspection Log

|  | Date and Time of Request | Nature of Problem | Date Corrected | Corrected by Whom |
|--|--------------------------|-------------------|----------------|-------------------|
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## RESIDENT'S SERVICE REQUEST

1. Resident's Name: \_\_\_\_\_ Time: \_\_\_\_\_ Date: \_\_\_\_\_,  
Telephone (home) \_\_\_\_\_ (work or message)  
Address/unit, CA \_\_\_\_\_

2. SERVICE REQUESTED: (describe trouble and special instructions)

3. AUTHORIZATION: Owner/Agent/Service person(s) are authorized to enter unit if Resident(s) is not home unless instructions have been given above to the contrary. If verbal, taken by: \_\_\_\_\_  
Signature of Resident(s) \_\_\_\_\_

4. INSTRUCTIONS TO SERVICE PERSONNEL:

5. REPORT OF ACTION TAKEN Upon completion, describe problem, work done and materials used: Time spent completing service request: Date Completed We are unable to repair the problem because: Estimated date of completion: \_\_\_\_\_.

6. Resident(s) certifies that service request is correct except as follows:

Date: \_\_\_\_\_

Owner/Agent \_\_\_\_\_

# MAINTENANCE



**MAINTENANCE  
EMPLOYEE  
IS IN  
YOUR HOME  
NOW!**

# MAINTENANCE

## WE WERE IN YOUR HOME TODAY!

- To perform requested maintenance
- To change AC filter
- To exterminate
- To repair plumbing
- For preventative maintenance
- Other \_\_\_\_\_

## STATUS

- Work Completed
- Work no Completed Because:
  - Parts are being obtained
  - Outside contractor called
  - Work is still being doneWill return \_\_\_\_\_

Other Remarks: \_\_\_\_\_

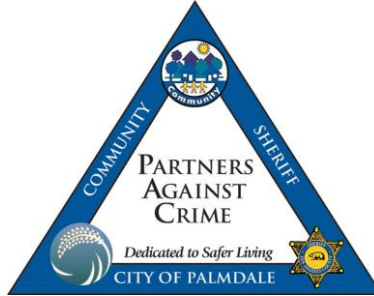
\_\_\_\_\_

\_\_\_\_\_

NAME

DATE

TIME



## **PAC Certification Program for Multi-family Properties in the City of Palmdale**

To have your property certified through the Partners Against Crime program the following three (3) phases are *mandatory* and must be completed. Single-family rentals are not eligible for PAC Certification.

### **Crime Free Multi-Family Housing Certification Program**

Participants must complete the following three phases and maintain active participation to achieve PAC certification and remain a member in good standing with the PAC Program.

### **Phase I – Landlord Training Program**

The Landlord Training Program is an eight-hour course that takes an in-depth look at managing rental properties, keeping illegal activity out of properties, as well as covering current landlord tenant laws. This nationally recognized program has consistently proven effective in helping landlords and property managers—whether they have one rental unit or hundreds of rental units—keep illegal activity off their property. An 84-page manual accompanies the Landlord Training Program, as well as a booklet that provides sample forms commonly used in the course of managing properties, the forms are consistent with California laws. Class participants also receive a copy of the California Tenants Guide to Residential Tenants' and Landlords' Rights and Responsibilities. Produced by the State Department of Consumer Affairs this is an abbreviated book of the most common landlord tenant laws owners and managers need to know when managing rental property in California.

Presenters for the class include members of the Palmdale Station's PAC unit, staff from the City's Public Safety Office, Building and Safety, and Code Enforcement divisions, as well as an Investigator with the Los Angeles County Section 8 program and representatives from County Probation and State Parole.

Completion of the 8-hour class is mandatory for successful completion of Phase I. Current property managers are required to have attended this class for the property to achieve as well as maintain the PAC certification, however we strongly recommend property owners and additional property support staff attend. A class fee and registration is required for this class, \$25 for the first person from the same property and/or organization, \$25 for each additional person.

## Phase II – Crime Prevention Through Environmental Design Inspections

In order for law enforcement officers to effectively combat crime on properties, it is often necessary for property owners to make Crime Prevention Through Environmental Design (CPTED) modifications to their properties. CPTED standards address the physical design of a property and can include such issues as installing appropriate locks on doors and windows, installing outdoor lighting and landscaping designed to deter criminal activity, and in general, providing clean and well maintained properties free of junk and debris.

It is important to note that CPTED inspections are not the same type of inspection as an inspection for housing code violations, these are separate inspections and properties will not pass the CPTED inspection phase if they have any outstanding code violations. Properties must be in compliance with minimum housing code as well as meeting all City of Palmdale Municipal codes, such as but not limited to the landscape maintenance requirements.

In this phase as well, owners are required to sign a Letter of Agency (LOA) with the Sheriff's Department and post their properties with the appropriate private property, no trespassing signage. Sign information and LOA forms are provided at the landlord training class.

To complete Phase II staff reviews properties to identify and recommend CPTED modifications and later verify that the modifications are completed, this can require a follow-up inspection. Additionally an evening lighting inspection will also be scheduled to verify adequate lighting is provided, as well as the type and placement. Properties that meet and maintain these recommended modifications will be certified as meeting the program's CPTED requirements. PAC certification can and will be revoked if the minimum requirements are not maintained. The landlord training class provides detailed information about the inspection requirements.

Completion of the Phase I Landlord Training Class is mandatory for the property manager and/or owner prior to scheduling your CPTED Inspection.

## Phase III – Neighborhood / Apartment Watch

The third phase of the Partners Against Crime certification program is the Neighborhood / Apartment Watch segment where residents receive crime prevention training. Just as Phase II requires participants to incorporate CPTED improvements to the property, Phase III requires owners and managers provide crime prevention training to their residents. These meetings provide an opportunity to build a sense of community among tenants and they also teach residents that they play a very important role in maintaining their complex as a crime-free property.

Annual watch meetings are mandatory to achieve and maintain PAC certification.

The Public Safety Office administers the Partners Against Crime (PAC) program. Please contact their office at 661/267-5181 if you have questions or would like to participate in this program.

**CITY OF PALMDALE**  
**COUNTY OF LOS ANGELES, CALIFORNIA**  
**ORDINANCE NO. 1273**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PALMDALE ADDING CHAPTER 8.40 TO THE PALMDALE MUNICIPAL CODE RELATING TO THE ESTABLISHMENT OF THE COMPEHNSIVE RESIDENTIAL RENTAL UNIT INSPECTION PROGRAM**

THE CITY COUNCIL OF THE CITY OF PALMDALE DOES ORDAIN AS FOLLOWS:

SECTION 1. The City Council of the City of Palmdale finds and declares that there exist in the City of Palmdale substandard and unsanitary residential buildings and dwelling units the physical conditions and characteristics of which violate state housing and technical codes and render them unfit or unsafe for human occupancy and habitation, and which are detrimental to or jeopardize the health, safety, and welfare of their occupants and of the public.

The City Council further finds and declares that the existence of such substandard buildings and dwelling units threatens the physical, social, and economic stability of sound residential buildings and areas, and of their supporting neighborhood facilities and institutions; necessitates disproportionate expenditures of public funds for remedial action; impairs the efficient and economical exercise of governmental powers and functions; and destroys the amenity of residential areas and neighborhoods and of the community as a whole.

For these reasons, it is hereby declared to be the policy of the City of Palmdale:

- (1) That it is in the public interest of the people of Palmdale to protect and promote the existence of sound and wholesome residential buildings, dwelling units, and neighborhoods by the adoption and enforcement of such standards, regulations, and procedures as will remedy the existence or prevent the development or creation of dangerous, substandard, or unsanitary and deficient residential buildings and dwelling units; and
- (2) That the adoption of a comprehensive residential rental unit inspection program protects and promotes the health, safety, and welfare of the people of Palmdale.

SECTION 2. The Palmdale Municipal Code is amended to add a new Chapter 8.40 to read as follows:

8.40

COMPREHENSIVE RESIDENTIAL RENTAL UNIT INSPECTION PROGRAM

8.40.005 Purpose. The City Council of the City of Palmdale finds and declares that there exist in the City of Palmdale substandard and unsanitary residential buildings and dwelling units the physical conditions and characteristics of which violate state housing and technical codes and render them unfit or unsafe for human occupancy and habitation, and which are detrimental to or jeopardize the health, safety, and welfare of their occupants and of the public.

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For these reasons, it is hereby declared to be the policy of the City of Palmdale:

(1) That it is in the public interest of the people of Palmdale to protect and promote the existence of sound and wholesome residential buildings, dwelling units, and neighborhoods by the adoption and enforcement of such standards, regulations, and procedures as will remedy the existence or prevent the development or creation of dangerous, substandard, or unsanitary and deficient residential buildings and dwelling units; and

(2) That the adoption of this chapter protects and promotes the health, safety, and welfare of the people of Palmdale.

8.40.010 Scope. The Comprehensive Residential Rental Unit (CRRU) inspection program shall apply to all properties within the city of Palmdale with residential rental units; except that hotels and motels subject to the transient occupancy tax pursuant to chapter 3.24 of this code shall be exempt. All properties subject to this chapter shall be inspected by the Building Official or his designee for compliance with the city of Palmdale housing and property maintenance standards.

8.40.015 Definitions. The following definitions shall apply to this chapter.

"Building Official" means the Director of the Building and Safety Department , or his designee who shall possess all statutorily mandated certifications to enforce state building and construction codes.

"Certificate of Compliance" means a certificate issued by the Building Official for residential rental unit properties, certifying compliance with this chapter and the housing and property maintenance standards of the City of Palmdale..

"Frequency Upgrade" means modifying the inspection frequency to extend the length of time between re-registration and renewal of certificate of compliance of a residential rental unit .

"Housing and property maintenance standards" means the Health, Safety, and Technical Construction codes as amended, adopted and incorporated by reference in Chapters 8.04 and 8.08 and in the property maintenance standards set forth in Chapter 8.36 of this Code.

"Inspection Frequency" means the length of time between inspections for renewal of certification of residential rental units.

"Maintenance Request log" means the log required to be maintained by the owner or manager of a residential rental unit, which shall record all tenant requests for repairs, the time estimated at the time of the request for repairs to be completed, and the completion date of the repairs.

"Major Violation" shall mean any one or more of the following violations:

A. Heating system not fully operational at any time between October and May of the following year.

B. Hazardous code violations, including any one or more of the following:

(1) exposed electrical wiring;

(2) collapsed ceiling or walls caused by water leakage;

(3) sewage leakage into walls, floors or onto the ground;

(4) structural damage resulting in the building being determined by the Building Official to be unsafe;

(5) fire alarm system not fully operational;

(6) firewalls damaged or not maintained.

"Non-compliance with Notice and Order" means that the owner, his authorized agent, or other responsible party does not make required repairs as provided in Notice and Order from the Building Official.

"Other Violations" means any violation other than those defined as a major violation.

"Partners Against Crime (PAC) certified property" shall mean a property containing one or more residential rental units certified to meet the requirements of the City's PAC program.

"Property Management Posting" means a sign required to be posted and maintained at all times which shall include the address and location to obtain repair requests and a current 24-hour emergency phone number. The sign shall be posted close to the main entrance in an area accessible and visible to the general public, or as may otherwise be approved in writing by the Building Official.

"Repair request Form" means a two-part form the owner of a property must provide to all tenants. The form shall indicate the address the form is to be delivered to for repair requests and an area for the manager or owner to sign the receipt of the repair request. The owner shall provide a copy of the request to the tenant.

"Residential Rental Unit" means a rented or leased single-family residential building or a rented or leased residential dwelling unit within a single-family or multi-residential building.



8.40.020 Registration Required. All residential rental units shall be registered with the Building Official within six months of the effective date of this chapter, or within sixty (60) days of a property being converted to a residential rental unit or being converted to include a residential rental unit. A fee shall not be required to register new construction, which shall not require re-registration for five years unless its certificate of compliance is terminated or otherwise expires.

8.40.030 Inspections. All rental properties shall be inspected for compliance with city of Palmdale housing and property maintenance standards. The owner shall provide access for inspection within ten working days of the Building Official's request. The Building Official in his discretion may require inspections by other city departments and/or Los Angeles County enforcement agencies, including, but not limited to, the County Health Department and Fire Department.

8.40.035 Certificate of Compliance. A. Owners of all residential rental units shall have obtain and maintain for them a valid and current certificate of compliance. All residential rental units that do not have a certificate of compliance, and their owners, shall be in violation of this ordinance.

B. A certificate of compliance shall be issued for all residential rental units upon completion of the following:

(1) The residential rental unit property has been inspected and approved by the Building Official.

(2) Any existing code violations have been corrected and/or repaired with proper permits and inspections.

(3) The repair request form and maintenance request log is complete and approved by the Building Official. On properties with an on-site manager's unit or a management office, the maintenance request log shall be maintained at that location. On properties with no on-site manager's unit or management office, it shall be maintained at a location designated by the Building Official. The maintenance request log shall at all times be available for review when requested by the Building Official.

(4) The residential rental unit property is posted as follows:

(a) 1-4 Units - A property management posting sign as defined in Section 8.40.015, above shall be posted in a prominent outdoor location and in a manner approved by the Building Official.

(b) 5 or more units - The onsite manager unit or management office, if any, shall be identified in a manner approved by the Building Official. A property management posting sign as defined shall be posted in a prominent outdoor location and in a manner approved by the Building Official.

(5) All residential rental unit registration and inspection fees are paid in full.

(6) A valid city business license has been issued for a property with four or more residential rental units.

(7) A current complete registration application is on file with the Building Official.

C. Issuance of a certificate of compliance shall not constitute a guarantee or warranty of the habitability or complete compliance with the city housing and property maintenance standards, and the occupant of any residential rental unit shall not rely on

the Certificate of Compliance as such a guarantee or warranty. The Certificate of Compliance shall contain a notice to this effect. The city shall not assume any liability to any person by reason of the inspections required by this chapter or the issuance of a Certificate of Compliance. Certificates of compliance shall expire on the expiration date shown on the Certificate and shall be renewed prior to such date. The Building Official shall determine the expiration dates of Certificates of Compliance and inspection frequency based on the nature of violations found during the residential rental unit inspections, the following registration and inspection frequency schedule, in conjunction with his review of past compliance violations within the preceding twelve months.

### Registration And Inspection Frequency Schedule

#### **Single Family or detached**

- New construction -- Certificate of Occupancy issued within the preceding six months:
  - No registration fee
  - Five years
- No Violations:
  - Five years
- Violations, but no Major Violations, found within preceding year; all violation corrections completed within thirty days after notice by Building Official.
  - Three years
- Major Violations found, or other violations found but all violation corrections not completed within thirty days after notice by Building Official:
  - One year

#### **Multi Family—Two units and above**

- New construction – Certificate of Occupancy issued within the preceding six months:
  - No registration fees
  - Five years for PAC certified complexes, Three years for non-PAC certified complexes
- PAC certified Property, with no Major Violations found; all violation corrections completed within thirty days after notice by Building Official; maintenance logs current:
  - Five years
- Not more than one Major Violation found; all violation corrections completed within thirty days after notice by Building Official; maintenance logs current:
  - Three years
- Major Violations found, or other violations found but all violation corrections not completed within thirty days after notice by Building Official:
  - One year

8.40.040 Re-registration and Certificate of Compliance renewal. The owner of a residential rental unit shall apply and pay all required fees not less than thirty (30) days prior to the scheduled expiration of the certificate of compliance. The owner of a residential rental unit property shall re-register and meet all requirements and pay all fees as for a new certificate. Upon re-registration, inspection and the issuance of a new certificate of

compliance, the Building Official in the exercise of his discretion may grant a frequency upgrade to extend the inspection frequency one level; however, if all of the following actions are taken and certified to, upon his approval and in the exercise of his discretion, the Building Official may grant a frequency upgrade to extend the inspection frequency two levels:

- A. The property is a Partners Against Crime (P.A.C.) certified property;
- B. All heating and air conditioning systems have been inspected, repaired and serviced by a licensed mechanical contractor, who shall submit a signed letter certifying to that effect;
- C. All residential rental units shall have code compliant smoke detectors installed in all bedrooms and hallways to the bedrooms;
- D. Ground Fault Circuit Interrupter (G.F.C.I.) receptacles have been inspected, repaired and/or installed within six feet of all sinks and tubs/showers within all the units.

8.40.045 Re-inspection process to renew a certificate of compliance. The owner shall make available all residential rental units for inspection within ten working days of the Building Official's request. The Building Official in his discretion may require inspections by other city departments and/or Los Angeles County enforcement agencies, including, but not limited to, the County Health Department and Fire Department. According to the inspection frequency level of the property, the Building Official may, but is not required to, randomly select the following percentage of units for inspection:

A. Five year inspection frequency – Inspection of 10 -20% of the units on the property for the initial inspection. If recurring or major violations are found during the initial inspection, then additional units will be inspected. Any major violation found will result in inspection of 100% of all units.

B. Three year inspection frequency – Inspection of 30 - 40% of the units on the property for the initial inspection. If recurring or major violations are found during the initial inspection, then additional units will be inspected. Any major violation found will result in 100% inspection of all units.

C. One year inspection frequency – Inspection of 50 - 60% of all units on the property for the initial inspection. If recurring or major violations are found during the initial inspection, then additional units will be inspected. Any major violation found will result in 100% inspection of all units.

8.40.050 Complaints and Violations. Upon receipt of a complaint of violations of the housing and property maintenance standards, the Building Official shall inspect the pertinent unit(s) and/or area(s) of the property. All violations shall be corrected and reinspected within the time specified on the notice and order of the Building Official in order to maintain a certificate of compliance for a property. Non-compliance with a notice and order of the Building Official shall automatically terminate the certificate of compliance and render it expired and invalid. All requirements of sections 8.040.35 and 8.040.40 shall be maintained during the entire time period of a certificate of compliance by the owner. Noncompliance with these requirements shall automatically terminate the certificate of compliance and render it expired and invalid. If a property does not maintain its PAC

certification during a its five-year certificate period, then the Certificate will be automatically be reduced to a maximum one-year Certificate period.

8.40.055 Expired Certificate of Compliance. A. This chapter is not intended to and shall not be construed to limit in any way the remedies available to the City to prosecute or abate public nuisances or violations of the City's housing and property maintenance standards. Upon expiration of a certificate of compliance the city may proceed with any remedy permitted by law or equity to abate the violations or prosecute the owner and/or responsible party.

B. Upon termination or expiration of a certificate of compliance, the Building Official shall not re-issue a new certificate of compliance until all of the following conditions are met:

- (1) all violations must be repaired and inspected;
- (2) all costs and fees due for enforcement actions shall be paid to the city;
- (3) new registration and fees shall be filed and paid;
- (4) Re-inspection shall be completed for all residential rental units on the property.

C. Certificates of compliance issued after being terminated or expired for any reason shall automatically be scheduled for one-year inspection frequency.

8.40.060 Change of Ownership. When ownership of a residential rental unit property changes the either the new owner or old owner shall notify the Building Official within sixty days; if the Building Official is not so notified, the certificate of compliance shall automatically expire. All required property posting shall be updated.

8.40.070 Fee Schedule - The City Council shall establish the Residential Rental Unit Registration fees by Resolution. The Registration fee shall be deemed to cover the cost of the Building Official's first inspection and one follow-up inspection per residential rental unit. Fees for any and all additional inspections shall be as set forth in the regular fee schedule of the Building and Safety Department.

8.40.080 Enforcement and Penalties. A. Violations of this chapter shall constitute a misdemeanor and shall be punishable as set forth in section 1.12.020.A of this code.

B. In addition to or in the alternative to the penal sanctions set forth in paragraph A of this section, any person violating this chapter shall be liable for a civil penalty of up to \$1,000 for each day the violation is committed or permitted to continue, which penalty shall be assessed and recovered in a civil action brought in the name of the City of Palmdale by the City Attorney in any court of competent jurisdiction. The City shall also be entitled to the costs of enforcing this chapter, pursuant to court order.

C. Any person, the owner or the owner's authorized agent, or other responsible party who violates, disobeys, omits, neglects, or refuses to pay any fee or costs imposed under this chapter shall be subject to the placement of a lien, plus any penalties and accrued interest, against the real property, or any other procedures set forth in this Code or in state law to recover costs incurred for the abatement of nuisances by cities.

SECTION 3. Severability. If any section, subsection, subdivision, paragraph, sentence, clause or phrase in this ordinance or any part thereof is for any reason held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this ordinance or any part thereof. The City Council hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause or phrase thereof irrespective of the fact that any one (1) or more subsections, subdivisions, paragraphs, sentences, clauses or phrases be declared unconstitutional, or invalid, or ineffective.

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# CITY OF PALMDALE

## BUILDING AND SAFETY DEPARTMENT

38250 Sierra Hwy

Palmdale, Ca. 93550

(661) 267-5353 Fax (661) 267-5355

### *Residential Rental Unit Registration*

ADDRESS:

MAJOR CROSS STREETS:

NO. OF BUILDINGS: (ATTACH LIST OF UNIT NUMBERS PER BUILDING)

TOTAL NUMBER OF UNITS:

#### OWNER INFORMATION

NAME

ADDRESS

CITY STATE ZIP

TELEPHONE 24 HR. CONTACT NUMBER:

FAX E-MAIL

#### MANAGER/AGENT INFORMATION

NAME  MANAGER  AGENT

ADDRESS

CITY STATE ZIP

TELEPHONE 24 HR. CONTACT NUMBER:

FAX EMAIL

\_\_\_\_\_  
Signature of Applicant or Agent

\_\_\_\_\_  
Date

Auxiliary Aids provided for Communication Accessibility upon forty-eight-hour notice and request. TDD 661-267-5167

Fees: \$214.94 (Single);  
\$121.17 1<sup>st</sup> unit + \$93.87 each additional unit (Multi-Family)