

CODE CONNECTION

NEWS & TIPS FROM THE MULTIPLE HOUSING PROGRAM



Planning, Building and Code Enforcement

OCTOBER 2024

Avoid late fees! Pay your Residential Occupancy Permit today

This year's deadline is Monday, December 9

Residential Occupancy Permits (ROPs) help keep our community safe and vibrant. Apartments, hotels, motels, fraternity and sorority residences, emergency shelters, residential care facilities with seven or more persons, and residential service facilities are required to have an active ROP. We appreciate that most permit holders renew on time and avoid late fees. This year's deadline is Monday, December 9.



Visit bit.ly/SJ-ROP for more information and to obtain your permit.

For assistance, email MHProgram@sanjoseca.gov or call (408) 535-7770.

Exterior Elevated Element (E3) Inspection

Correction: Passage of AB 2579 extends inspection deadline to Jan. 1, 2026

Time is running out for your Exterior Elevated Element (E3) inspection. State law SB 721 requires owners of apartments with three or more units that have wood-framed exterior elevated elements to complete their first E3 safety inspection — plus any necessary testing — done by January 1, 2025 **2026**.

You'll want to account for upcoming holiday closures and hire a licensed professional ASAP for the inspection, allowing time to address any emergency conditions or corrective work. Failure to comply by the deadline will result in a code enforcement action in the future. *Continued on page 2.*

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- It's time to renew your Residential Occupancy Permit (ROP)
- Don't miss the E3 Inspection deadline
- Why hiring a certified arborist protects your tree investment

JOIN OUR MAILING LIST!

bit.ly/SignUpCCNewsletter

Receive important news and information on topics that help you successfully manage your property.

CONTACT INFO

Code Enforcement Division

- To request copies of records, visit www.sanjoseca.gov/PublicRecordsRequests
- For general questions, email: CodeEnforcementInformation@sanjoseca.gov

Housing Department Fees - For questions about Housing Department fees on your invoice, email: RSP@sanjoseca.gov

Multiple Housing Program - For questions about inspection tier status or fees, email: MHProgram@sanjoseca.gov

Building Permits - Download simple permits online and find permit info at: www.SJPermits.org

MAILING ADDRESS CHANGES

Send us an email if you change your mailing address! Include a contact name, new mailing address, email address, telephone number, and Residential Occupancy Permit (ROP) number (find it on the renewal notice).

Email us:

CEAddressUpdate@sanjoseca.gov

Buildings that require owner to obtain an E3 inspection



E3 INSPECTIONS, CONTINUED

What are exterior elevated elements? SB 721, also known as the Balcony Inspection Law or E3 Law, defines exterior elevated elements: These are structures designed for human occupancy or use that extend beyond the main exterior walls of the building, such as balconies, decks, porches, stairways, walkways, and entry structures, and that are elevated more than six feet above ground level and are wholly or substantially constructed from wood or wood-based products (CA Health and Safety Code Division 13 - Chapter 5, Administration and Enforcement).

Got questions? We're here to help! Email us at: E3@sanjoseca.gov



Find a summary of SB 721 requirements: www.bit.ly/SJElevatedElements

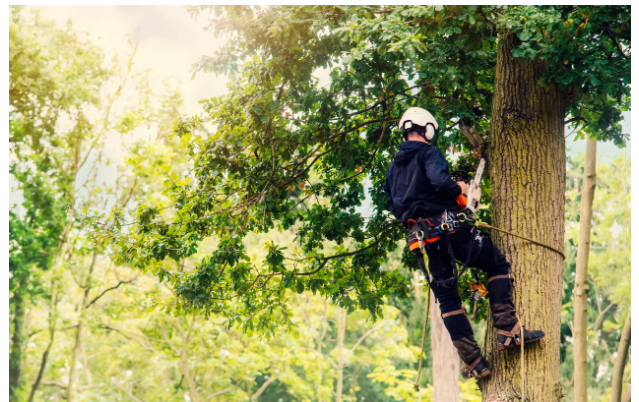
Hire a certified arborist for the best outcome for your trees

Investing in proper tree care helps curb appeal and property values and may save you money in the long run. Certified arborists have the experience and ongoing training to keep your trees healthy and safe through a proper tree care and maintenance plan.

Remember, you are responsible for maintaining the trees on your property and in the parkstrip along the street adjacent to your property. Be sure to consult with City staff before doing any work:

- For Heritage Trees or street trees, it is illegal to prune or remove the tree without a permit; a no-cost permit is available for pruning street trees. Contact the City Arborist at 408-794-1901 or arborist@sanjoseca.gov.
- On multifamily properties, a permit is required to remove a tree of any size. You must apply for a tree removal permit if the tree is ordinance-size or for a permit adjustment if the tree is smaller than ordinance-size, which is a circumference of 38 inches or more at 4 1/2 feet above ground. If multi-trunk, then at 4 1/2 feet above ground, the combined measurements of each trunk circumference add up to 38 inches or more. Learn more at www.sanjoseca.gov/TreePermit and find forms at www.sanjoseca.gov/PlanningApplications.

For assistance, email arborist@sanjoseca.gov or call 408-794-1901 (408) 794-1901.



Ready to hire a certified arborist? Use these resources to verify contractor and arborist licenses:



Contractors State License Board:
www.cslb.ca.gov/OnlineServices/CheckLicense.aspx



International Society of Arboriculture:
www.isa-arbor.com

Language Access & ADA Accommodation: To request this document in a different language or alternative format, email MHProgram@sanjoseca.gov or call (408) 535-7770 (voice) or 7-1-1 (TTY).

Acceso lingüístico y adaptaciones ADA: Para solicitar este documento en español o en un formato alternativo, envíe un correo electrónico a MHProgram@sanjoseca.gov o llame al (408) 535-7770 (voz) o 7-1-1 (TTY).

Tiếp cận Ngôn ngữ & Điều chỉnh theo ADA: Để yêu cầu tài liệu này bằng tiếng Việt hoặc ở định dạng khác, hãy gửi email MHProgram@sanjoseca.gov hoặc gọi (408) 535-7770 (Thoại) hoặc 7-1-1 (TTY).