

# CODE CONNECTION

NEWS & TIPS FROM THE MULTIPLE HOUSING PROGRAM

NOVEMBER 2018



Planning, Building and Code Enforcement

## NEW ONLINE TUTORIAL

# Tier 1 Self-Certification Just Got Easier

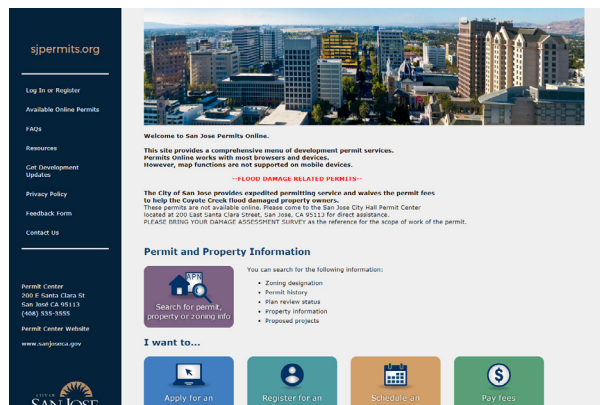
View the tutorial: [San José Permit Center YouTube Channel](#)

Being in the Tier 1 level of our Multiple Housing Inspection Program includes the benefit of being able to self-certify your inspection status online at [www.sjpermits.org](http://www.sjpermits.org). We want to make self-certification as easy as possible for you, and now offer an online tutorial on the steps.

To watch the tutorial, visit the San José Permit Center YouTube channel, also found at: <https://youtu.be/PEYcCqBklro>

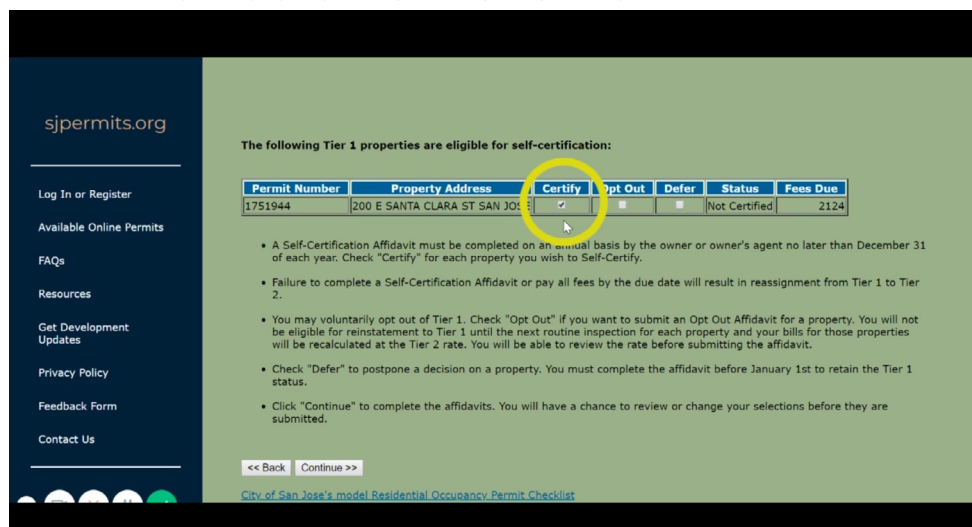
With your 2019 Renewal Notice in hand and by watching these step-by-step instructions, we're confident you can complete self-certification in a matter of minutes. ✨

To self-certify, go to [www.sjpermits.org](http://www.sjpermits.org).



This online tutorial includes closed captions and Spanish and Vietnamese subtitles.

The tutorial takes you step by step through the self-certification process.



## ON PAGE 2

- 'Tis the Season to Check the Furnace
- New Requirements for Recessed Lights in Multifamily Buildings

## WORKSHOPS

### Balcony and Deck Maintenance

February 20, 2019

3:00-4:00 p.m.

San José City Hall Tower

Room T-245

To RSVP send an email to [MHProgram@sanjoseca.gov](mailto:MHProgram@sanjoseca.gov)

Validated parking: Use 6th Street to enter the garage under City Hall Tower.

## REMINDER

### PROJECTS THAT NEED A BUILDING PERMIT

Protect your investment: Not only do building permits and inspections insure the safety of your project, they are required by law, and are necessary for filing an insurance claim if there is an incident involving the project area.

These common multifamily building projects require a building permit:

- Water heater replacement
- Furnace, baseboard, and wall heaters
- A/C units
- Lighting fixtures
- Recessed lighting and ceiling fans
- Kitchen and bath remodels
- Repairs to structural components

Many of these permits can be obtained online, and you'll save \$40.

[www.sjpermits.org](http://www.sjpermits.org)

## SUBSCRIBE

Visit

[sanjoseca.gov/CodeEnforcement](http://sanjoseca.gov/CodeEnforcement) and join our mailing list to receive the *Code Connection* newsletter.

MAINTENANCE TIPS

# 'Tis the Season to Check the Furnace

Cooler weather is on its way, so make sure your furnace is ready for frequent use. Here are some tips from PG&E to help you ensure your furnace is in good working order:

- **Change the furnace filter monthly.** Your furnace will work more efficiently and result in lower utility bills if the filter is changed monthly. To insert the new filter correctly, make sure the arrow along the filter edge is pointing toward the furnace blower motor.
- **Look for a blue flame.** A steady blue flame indicates that the appliance is working properly. A yellow or white flame is a warning sign — have a service technician come check for any hazards.
- **Is ventilation adequate?** Make sure gas-powered appliances are well ventilated. In general, properly installed and maintained gas appliances produce very little to no carbon monoxide.
- **Make sure your tenants know:** Never use products inside that generate dangerous levels of carbon monoxide, such as generators, barbecues, propane heaters and charcoal.
- **Get help.** Have PG&E or other trained professional inspect your gas appliance to ensure its safe operation or relight pilot lights for you. PG&E performs these inspections free of charge. To schedule an appointment, call 1-800-PGE-5000 or visit [www.pge.com/safety](http://www.pge.com/safety). \*



## IMPORTANT NUMBERS

- 408-535-3850 Abandoned Vehicles
- 800-414-2002 Adult Protective Services
- 408-794-7297 Animal Care & Services
- 408-535-7055 Business Tax
- 408-535-3555 Building Permits
- 408-299-2071 Child Abuse Hotline
- 408-535-7770 Code Enforcement Phone
- 408-292-6924 Code Enforcement Fax
- 800-321-2752 Contractor's License Board
- 408-947-7867 Crime Stoppers
- 408-535-7750 Fire Prevention
- 408-793-6901 Free Tow Program
- 408-535-3500 Garbage And Recycling
- 866-249-0543 Graffiti Complaints
- 408-578-9519 Housing Rehabilitation
- 408-299-7300 Household Hazardous Waste
- 408-998-5200 Legal Aid of SC County
- 800-743-5000 Pacific Gas & Electric Co.
- 408-535-3555 Planning Permits
- 800-222-1222 Poison Control
- 408-918-4770 SC County Vector Control
- 408-995-4130 SC County Mediation Services
- 408-794-1901 Streets & Sidewalks
- 408-794-1900 Sewers
- 408-794-1903 Street Light Repair
- 408-277-4452 Towing Permits
- 408-794-1901 Tree Trimming & Removal

## PERMITTING & PLAN REVIEW

### Remodeling with recessed lights? Be aware of new requirements



Recessed lights (also called cans) are a popular lighting feature to add to a room during remodeling. If you're preparing building and electrical plans to submit to the City, please be aware of the following new requirements:

- Electrical plan must show the location of all recessed (canned) lights.
- Include the statement: "The existing 1-hour floor/ceiling assembly rating is to be maintained."
- On the plan, provide either a 5-sided gypsum box detail or a specification for a listed proprietary product for a light enclosure that will maintain the existing 1- hour rating.

**Who May Draw the Plans.** A layperson may draw the plans if the multifamily dwelling is a maximum of 4 units, including a maximum of 4 units on the lot, and is no more than 2 stories (excludes basement). If not, the set of plans will be required to be stamped and signed by a Professional Architect or Engineer. See also the Building Division's [Bulletin #240-Plans That Require an Architect or Engineer](#). \*

## 2019 Workshop Dates

Feb. 20	Aug. 1
Mar. 20	Sept. 18
Apr. 17	Oct. 16
May 15	Nov. 13

For more information visit [www.sanjoseca.gov/index.aspx?NID=445](http://www.sanjoseca.gov/index.aspx?NID=445)