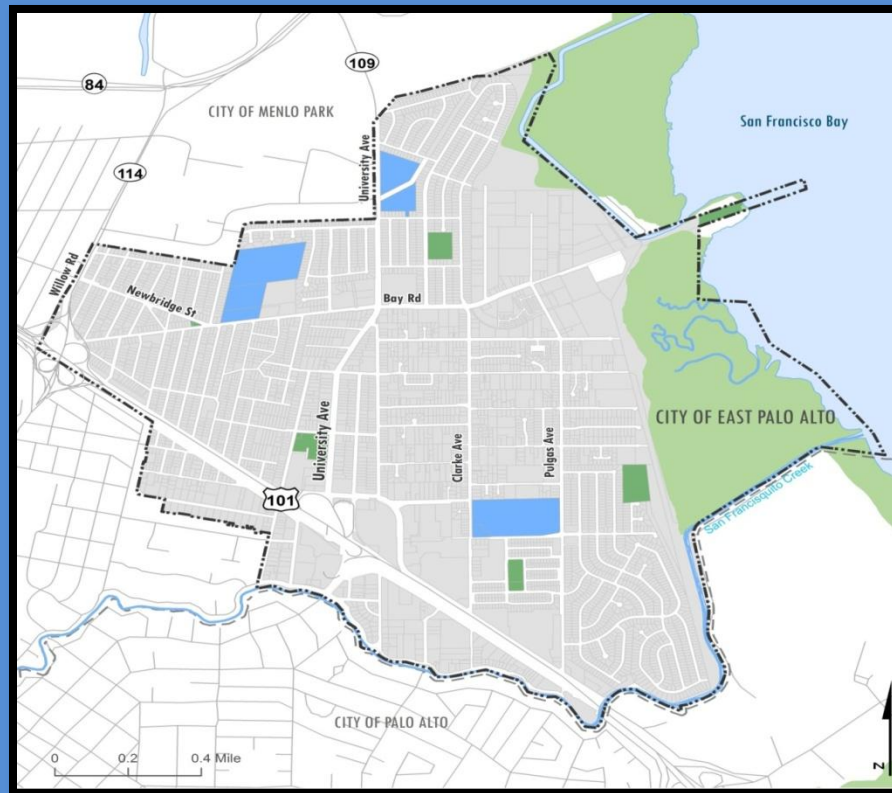


# Accessory Dwelling Unit Workshop

Chris Gale, Chief Building Official

Guido F. Persicone, Planning and Housing Manager



# Accessory Dwelling Unit Ordinance

## -Purpose

- (a) To increase the supply of affordable housing by allowing accessory dwelling units (also known as *second* units) in conformance with Government Code Section 65852.2 to be established on lots zoned for single-family or multiple-family dwellings and containing a single-family dwelling;
- (b) To establish standards for the development and occupancy of accessory dwelling units to ensure that they are compatible with neighboring uses and structures, adequately equipped with public utility services, do not result in negative traffic or public safety impacts, and are safe for human occupancy; and
- (c) To restrict or prohibit accessory dwelling units which create unreasonable traffic, safety, privacy or other adverse impacts, and to prevent adverse impacts on any real property listed in the California Register of Historic Places.

# Accessory Dwelling Unit Ordinance-History

2003-State passed legislation requiring ministerial review of second units

2013-2014-Garage/Conversion Task Force-reduced setbacks; reduced lot size of units.

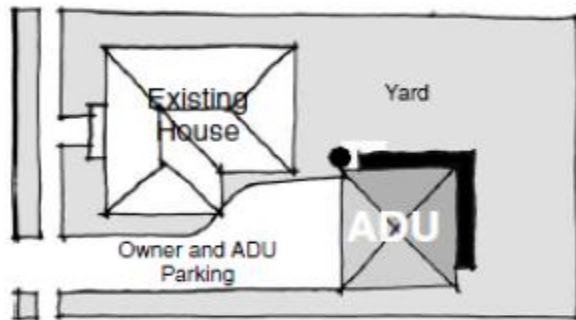
Our Housing Element goal is to approve 8 accessory dwelling units a year. Since 2014 we have approved 36 accessory dwelling units.

# Accessory Dwelling Unit Ordinance- Additional Utility

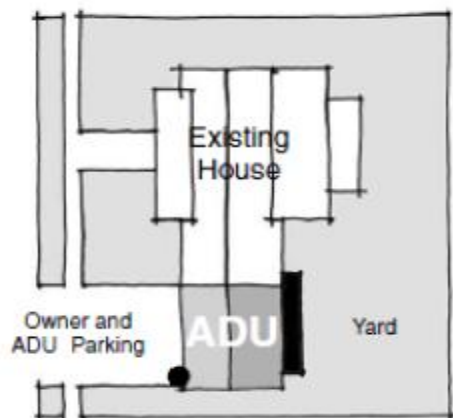
- Rental Income
- Living Space for Families
- A form of affordable housing

# Accessory Dwelling Unit Ordinance -Attached/Detached

Site Plan



Site Plan



# Accessory Dwelling Unit Ordinance -Minimum Requirements

- (a) Lot Size-Minimum lot size for a detached unit-5,500; detached unit-7,500
- (b) Occupancy Restriction-Property owner must reside in one of the two units.
- (c) Unit size-700 square feet. Can increase to 1,000 square feet with larger lots.
- (d) Parking-1 parking space for the second unit in addition to the requirements for the house.
- (e) Open Space-750 square feet of open space must be located in the rear of the lot.
- (f) Setbacks-reduced by City Council the past 10 years.  
6 feet from the rear and from the house and 3 feet along the sides.

|                       |  |
|-----------------------|--|
| Tandem Parking        | Permitted (min. 20' driveway)                        |
| Compact Parking Size  | 8'x16''  |
| Standard Parking Size | 9'x18'   |
| Covered Parking       | Not Required   |
| 0 to 1 bedroom        | 1 parking space                                      |
| 2 to 4 bedrooms       | 2 parking spaces                                     |
| 5 to 6 bedrooms       | 3 parking spaces                                     |
| More than 6 bedrooms  | 1 additional parking space for every bedroom above 6 |

# Accessory Dwelling Unit Ordinance

## -Task Force End Products

- Identify ways to streamline the process.
- Preparation of an Accessory Dwelling Unit Manual
- Additional fact sheets to further assist customers with the process



# Building Permit Application

Community Development Department-Building Division

|   |   |
|---|---|
| <p><b>Permit Information:</b></p> <p>Date: _____</p> <p>Job Address: _____</p> <p>Fire Sprinklers: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>MPFD Approval: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>EPASD Approval: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Valuation of Construction:\$ _____</p> <p>Occupancy Type: _____</p> <p>Construction Type: _____</p> <p>Sq. Ft. of Construction: _____</p> <p>Number of new buildings &amp; Units: _____</p> <p><b>Type of Permit(s) Applying for:</b></p> <p><input type="checkbox"/> Building <input type="checkbox"/> Demolition</p> <p><input type="checkbox"/> Electrical <input type="checkbox"/> Mechanical</p> <p><input type="checkbox"/> Plumbing <input type="checkbox"/> Re-Roof</p> <p><input type="checkbox"/> Sign <input type="checkbox"/> Grading</p> <p><input type="checkbox"/> Solar PV <input type="checkbox"/> Tenant Improvement</p> <p><input type="checkbox"/> Revision <input type="checkbox"/> Addition</p> <p><input type="checkbox"/> Other: _____</p> <p><b>Description of Work:</b><br/>(Please be detailed)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p><b>Required Information:</b></p> <p>Owner: _____</p> <p>Address: _____</p> <p>City: _____ State: _____ Zip: _____</p> <p>Phone: _____</p> <p>Email: _____</p> | <p><b>Applicant Information:</b></p> <p><input type="checkbox"/> Property Owner<br/>(Review Owner-Builder Declaration on reverse side before completing)</p> <p><input type="checkbox"/> Property Owner will complete the work</p> <p><input type="checkbox"/> Licensed Contractor will complete the work</p> <p><input type="checkbox"/> Contractor</p> <p><input type="checkbox"/> Authorized Agent<br/>(must present notarized letter &amp; copy of ID)</p> <p><input type="checkbox"/> Other: _____</p> <p>Name: _____</p> <p>Address: _____</p> <p>City: _____ State: _____ Zip: _____</p> <p>Phone: _____</p> <p>Email: _____</p> <p><b>Contractor Information:</b><br/>(Review declaration on reverse side before completing)</p> <p>License Class: _____</p> <p>License Number: _____</p> <p>City Business License Number: _____</p> <p>(Must have a current Business License with the City of East Palo Alto, please contact the Planning Division for new licenses or Finance for renewals)</p> <p><b>Worker's Compensation Information:</b><br/>(Review declaration on reverse side of form before completing)</p> <p><input type="checkbox"/> Maintain Worker's Comp. Insurance</p> <p>Policy Number: _____</p> <p>Carrier: _____</p> <p>Expiration Date: _____</p> <p><input type="checkbox"/> Self-Insured</p> <p><input type="checkbox"/> Exempt from Worker's Comp. (Sole Employee)</p> <p><b>Architect/Engineer:</b></p> <p>CA License Number: _____</p> <p>Expiration Date: _____</p> <p>City Business License Number: _____</p> <p>(Must have a current Business License with the City of East Palo Alto, please contact the Planning Division for new licenses or Finance for renewals)</p> |
|---|---|



# BUILDING DESIGN AUTHORITY

Board for Professional Engineers and Land Surveyors ♦ 2535 Capitol Oaks Drive, Suite 300 ♦ Sacramento, CA 95833 ♦ 1-866-780-5370  
<http://www.pels.ca.gov> ♦ [BPELS\\_Enforcement\\_Information@dca.ca.gov](mailto:BPELS_Enforcement_Information@dca.ca.gov)

**STRUCTURAL ENGINEERS** may design any building of any type.

**CIVIL ENGINEERS** may design any building of any type EXCEPT public schools and hospitals.

**ARCHITECTS** may design any building of any type EXCEPT the structural portion of a hospital.

**UNLICENSED INDIVIDUALS** may design only the following types of buildings:

Single-family dwellings of not more than two stories and basement in height.

Multiple dwellings containing not more than four dwelling units of woodframe construction of not more than two stories and basement in height and no more than four dwelling units per lot.

Garages or other structures appurtenant to the dwellings described above of woodframe construction not more than two stores and basement in height.

**NOTE:** If any portion of the structures described above does not meet the conventional woodframe requirements described in Title 24 of the California Code of Regulations or in the building codes of the local jurisdiction, then the building official having jurisdiction shall require the plans, calculations, and specifications for that portion of the structure to be prepared and signed and sealed by a licensed engineer or a licensed architect.

Agricultural and ranch buildings of wood frame construction, unless the building official having jurisdiction determines that an undue risk to the public health, safety, or welfare is involved.

Store fronts, interior alterations or additions, fixtures, cabinetwork, furniture, or other appliances or equipment, including any work necessary to install these items, or any alterations or additions to any building necessary to install these items, as long as the alterations do not affect the structural safety of the building.

**Applicable Statutes:**

Business and Professions Code sections 5500.1, 5537, 5537.1, 5537.5, 6731, 6736, 6737, and 6737.1.

Education Code section 17302

Health and Safety Code section 129805

Architects are licensed by the California Architects Board. Any questions regarding architects, the practice of architecture, or the Architects Practice Act (Business and Professions Code section 5500, et seq.) should be directed to the California Architects Board at 2420 Del Paso Road, Suite 105, Sacramento, CA, 95834; (916) 574-7220; <http://www.cab.ca.gov>; [cab@dca.ca.gov](mailto:cab@dca.ca.gov).

The design and construction of public schools is regulated by the Division of the State Architect (DSA). Any questions regarding Education Code section 17302 should be directed to DSA at 1102 Q Street, Suite 5100, Sacramento, CA, 95811; (916) 445-8100; <http://www.dsa.ca.gov>.

The design and construction of hospitals is regulated by the Office of Statewide Health Planning and Development (OSHPD). Any questions regarding Health and Safety Code section 129805 should be directed to OSHPD at 1600 9<sup>th</sup> Street, Room 420, Sacramento, CA, 95814; (916) 854-3362; <http://www.oshpd.ca.gov>.



## AGENCY COORDINATION LIST

To assist you in coordinating your project, the City of East Palo Alto is providing you with a list of related agencies that should be contacted to coordinate their services with various stages of your project. Some of these agencies will have regulations affecting your project therefore should be contacted during the Building Division plan review. Please submit all approvals and documentation to the Building Division to insure verification of approvals is documented.

### CITY OF EAST PALO ALTO

- Building Division  
1960 Tate Street  
East Palo Alto, CA 94303  
Phone: 650-853-3189  
Fax: 650-853-3179  
[www.cityofepa.org](http://www.cityofepa.org)
- Engineering Division  
1960 Tate Street  
East Palo Alto, CA 94303  
Phone: 650-853-3189  
Fax: 650-853-3179  
[www.cityofepa.org](http://www.cityofepa.org)
- Planning Division  
1960 Tate Street  
East Palo Alto, CA 94303  
Phone: 650-853-3189  
Fax: 650-853-3179  
[www.cityofepa.org](http://www.cityofepa.org)
- Storm Water Treatment Systems  
1960 Tate Street  
East Palo Alto, CA 94303  
Phone: 650-853-3189  
Fax: 650-853-3179  
[www.cityofepa.org](http://www.cityofepa.org)
- East Palo Alto Police Department  
141 Demeter Street  
East Palo Alto, CA 94303  
Phone: 650-853-3160  
Fax: 650-853-3106  
[www.cityofepa.org](http://www.cityofepa.org)

### FIRE DEPARTMENT

- Menlo Park Fire Protection District  
170 Middlefield Road  
Menlo Park, CA 94025  
Phone: 650-688-8425  
Fax: 650-473-9847  
[www.menlofire.org](http://www.menlofire.org)

### SANITARY DISTRICT

- East Palo Alto Sanitary District  
901 Weeks Street  
East Palo Alto, CA 94303  
Phone: 650-325-9021  
Fax: 650-325-5173  
[www.epasd.com](http://www.epasd.com)
- West Bay Sanitary District  
500 Laurel Street  
Menlo Park, CA 94025  
Phone: 650-321-0384  
Fax: 650-321-4266  
[www.westbaysanitary.org](http://www.westbaysanitary.org)

### UTILITIES

- American Water  
2415 University Avenue, 2<sup>nd</sup> Floor  
East Palo Alto, CA 94303  
Phone: 650-322-2083  
Fax: 650-322-5038  
[www.amwater.com](http://www.amwater.com)
- Palo Alto Park Water Mutual  
2190 Addison Avenue  
East Palo Alto, CA 94303  
Phone: 650-322-6903  
Fax: 650-322-6981  
[www.paloaltoparkmutualwatercompany.com](http://www.paloaltoparkmutualwatercompany.com)
- O'Connor Tract Water Corporation  
P.O. Box 1375  
Palo Alto, CA 94302  
Phone: 650-321-2723  
[www.oconnorwater.org](http://www.oconnorwater.org)

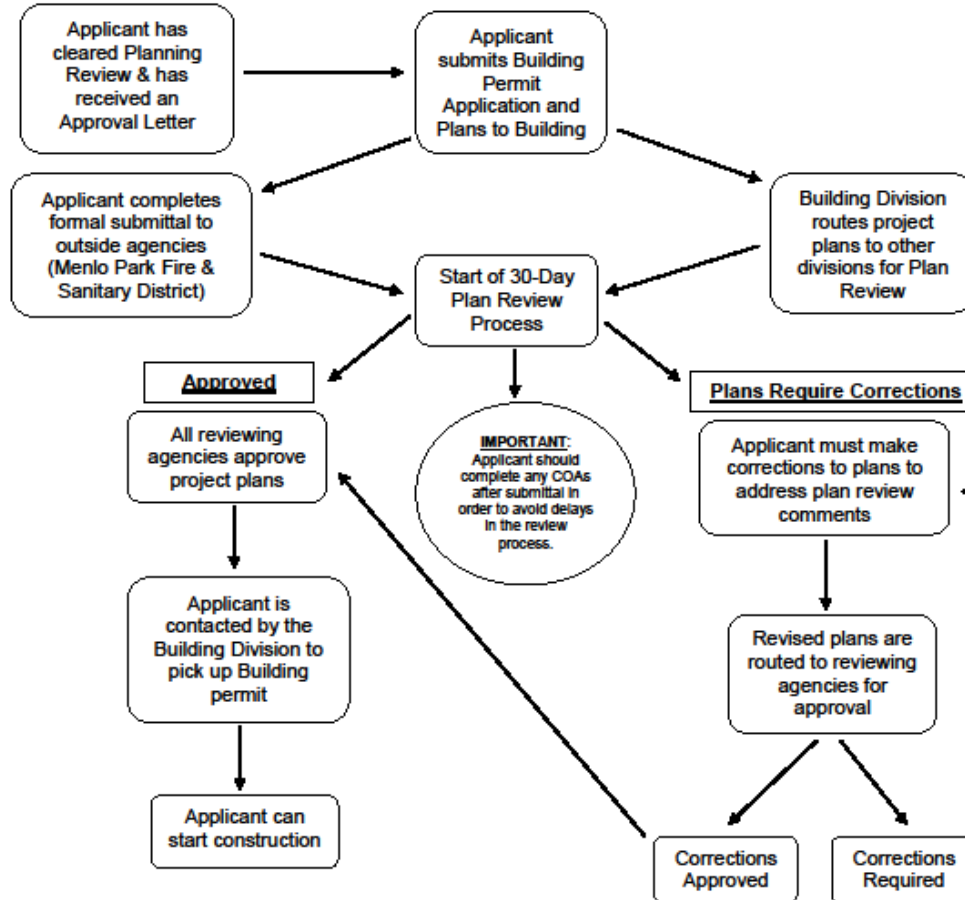
### SCHOOL DISTRICT

- Sequoia Union High School District  
Maintenance & Operations  
480 James Avenue  
Redwood City, CA 94063  
Phone: 650-369-1411 ext. 22290  
Fax: 650-306-8870  
[www.seq.org](http://www.seq.org)



# BUILDING FORMAL SUBMITTAL FLOW CHART

The following is an overview of the Building Division formal submittal process. Please contact staff with any questions.





## CALBO/CSLB Guidelines Cover Letter



Dear CALBO Member:

The CALBO Board and the Contractors State License Board (CSLB) are asking that all Building Department personnel join in the effort to fulfill our common goal of establishing a cooperative state/local partnership aimed at identifying and resolving problems created by licensed and unlicensed contractors who:

- Perform shoddy work
- Disregard building codes
- Use deceptive business practices
- Misrepresent their license status, and/or
- Engage in the underground economy

The use of illegal contracting tactics and substandard construction methods can cause considerable harm to the public. Home improvement projects, especially those involving the elderly, are frequently targeted for such activity. The CALBO Board and the CSLB believe that we can make a difference in our communities through focused efforts at building department counters and construction sites. More specifically, by collaborating to identify, discourage, report, and prosecute individuals who are unscrupulous and/or negligent, we can provide greater safeguards to our communities.

The joint efforts that we propose are designed to take place in various stages, including: a study of unlicensed activity and other fraudulent practices found in the Owner/Builder category of permits; a study focusing on violations of the workers' compensation insurance laws by the roofing industry; and finally, establishing and utilizing a common set of guidelines to help the CALBO/CSLB staff work cooperatively to address and remedy the unlawful and unsafe building practices which harm the community. (The studies referenced here are to be conducted by CSLB staff, based on information provided by building departments.)

The CSLB is now providing rapid response to Building Department Referral Forms that report contractors who fail to comply with code requirements, and is making other changes to provide support to building official staff.

A list of the CALBO/CSLB guidelines referenced above is enclosed. Please review the suggested actions, check them against your current procedures, and provide feedback and suggestions through your CALBO liaison.

Thank you for any help and suggestions in this effort.

Sincerely,

CALBO Liaison Committee Members

Stephen P. Sands  
Registrar of Contractors



## EXAMPLE OF A SITE OR PLOT PLAN

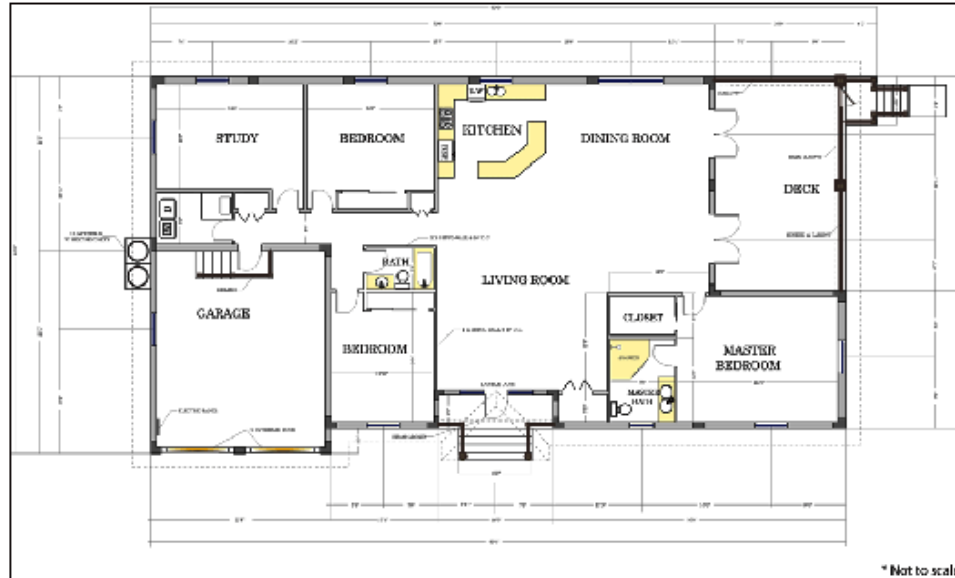
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- All design drawings shall be submitted in a digital (PDF) format or drawn in ink on substantial paper.
- All construction documents including site or plot plans shall be drawn to scale.
- All submitted drawings shall be wet signed and dated by the designer.
- Site and plot plans shall show accurate property lines and existing or proposed fence lines.
- Site or plot plans shall show accurately dimensioned setbacks.
- Plans shall show all structures on plan, this includes non-building structures.
- Site and plot plans shall show all easements and authorized encroachments on plan.
- Site and plot plans shall show adjacent streets with the name of each street shown on plan.
- All site and plot plans shall have an arrow pointing to true North in relation to the site.
- All site and plot plans shall show utility connections both existing and proposed. This includes gas, water, sewer, electrical and storm drain connections.
- If soil or ground water contamination is present on the site a plan showing the areas of known contamination shall be provided to the Building Department at the time of submittal.
- Site and plot plans shall show all existing trees.
- Site and plot plans shall show any wetlands onsite.
- Site and plot plans shall show any topographical changes exceeding 12" from natural grade plains.
- Site and plot plans shall show any Flood Zone or Alquist-Priolo Fault Zone on plan.



## EXAMPLE OF A FLOOR PLAN

- All design drawings shall be submitted in a digital (PDF) format or drawn in ink on substantial paper.
- All construction documents including floor plans shall be drawn to scale.
- All submitted drawings shall be wet signed and dated by the designer.





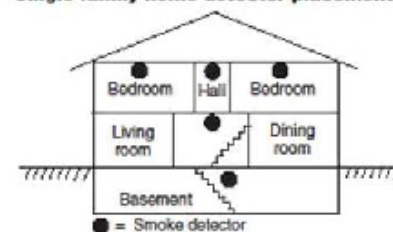
## RESIDENTIAL EXAMPLES OF LOCATIONS FOR SMOKE & CARBON MONOXIDE ALARMS

Per the 2013 California Residential Code (CRC) all work exceeding \$1,000 requires the installation of listed/approved *smoke alarms* in all bedrooms, adjoining hall, and at each level per the building code. When there is an attached garage or fuel burning appliance, a carbon monoxide alarm is required in the adjoining hallway(s) of the bedrooms and on every level of a dwelling unit including basement.

- ☉ *Smoke alarms* shall be installed in each sleeping room, outside of each sleeping area, on each floor level including basements and habitable attics (CRC, R314.3).
- ☐ *Carbon Monoxide (CO) Alarms*. When gas burning appliances or an attached garage is present, carbon monoxide alarms shall be installed outside each separate sleeping area in the immediate vicinity of the bedroom(s) and on each additional story, including basements and habitable attics (CRC, R315).



Single-family home detector placement







# RESIDENTIAL EMERGENCY EGRESS WINDOWS

## BUILDING DIVISION REQUIREMENTS

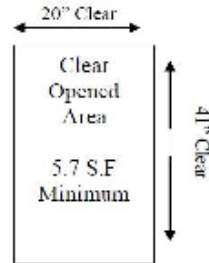
The following sections are from the 2013 California Residential Code (CRC):

- **R310.1.1 Minimum opening area.** All emergency escape and rescue openings shall have a minimum net clear opening of 5.7 square feet.

**Exception:** Grade-floor openings shall have a minimum net clear opening of 5 square feet.

Where emergency escape and rescue openings are provided they shall have a sill height of not more than 44 inches.

- **R310.1.2 Minimum opening height.** The minimum net clear opening height shall be 24 inches.
- **R310.1.3 Minimum opening width.** The minimum net clear opening width shall be 20 inches.
- **R310.1.4 Operational constraints.** Emergency escape and rescue openings shall be maintained free of any obstructions other than those allowed by this section and shall be operational from the inside of the room without the use of keys, tools or special knowledge.



Minimum size clear opening for 20" opened width

### MINIMUM OPENING REQUIREMENTS

24" Minimum Clear Height  
20" Minimum Clear Width  
5.7 S.F. minimum opened area

### SILL HEIGHT

Maximum 44" above floor

### Minimum Energy Requirements per 2013 CA Energy Code – Table 151-C

U = 0.40 SGCH = 0.40



### COMMON WINDOW SIZES MEETING MINIMUM EGRESS REQUIREMENTS FOR STANDARD 6-8 HEADER HEIGHT

| <u>Slider</u> | <u>Single/Double Hung</u> | <u>Single Casement</u> |
|---------------|---------------------------|------------------------|
| 4-0 x 4-0     | 3-0 x 5-0                 | 2-1 x 4-0              |
| 5-0 x 3-6     | 3-0 x 5-6                 | 2-6 x 3-6              |
| 6-0 x 3-6     | 3-4 x 5-0                 | <u>Double Casement</u> |
| 8-0 x 4-0     | 3-8 x 5-0                 | 4-8 x 4-0              |
| 4-0 x 5-0     |                           |                        |

Note: These are general dimensions. It is the Owner's responsibility to verify that the actual windows installed meet the minimum egress requirements.

### 2013 CRC Section R308 - Safety or Tempered glass will be required for the following locations:

- Glass within 24" of a door and where bottom edge is less than 60" from floor or walking surface.
- Glass adjacent to stairs, landings and ramps within 36" horizontally of walking surface and bottom edge less than 60" to walking surface.





## 2013 CALGreen Residential Checklist

| Feature or Measure   | Required |
|--|----------|
| <b>PLANNING AND DESIGN</b>   |          |
| <b>Site Development (4.106)</b>  |          |
| Storm water drainage management shall be implemented during construction.  |          |
| <b>WATER EFFICIENCY AND CONSERVATION</b>   |          |
| <b>Indoor Water Use (4.303)</b>  |          |
| Water conserving fixtures and fittings shall comply with the following:  |          |
| <ol style="list-style-type: none"> <li>1. Water closet- effective flush volume shall not exceed 1.28 gallons per flush.</li> <li>2. Urinal- effective flush volume shall not exceed 0.5 gallons per flush.</li> <li>3. Showerhead- maximum flow rate not to exceed 2.0 gallons per minute at 80 psi.</li> <li>4. Lavatory faucet- maximum flow rate not to exceed 1.5 gallons per minute at 60 psi, and minimum flow rate not less than 0.8 gallons per minute at 20 psi.</li> <li>5. Kitchen faucet- maximum flow rate not to exceed 1.8 gallons per minute at 60 psi, and minimum flow rate (temporary increase shall not exceed 2.2 gallons per minute at 60 psi).</li> </ol> |          |
| Plumbing fixtures (water closets and urinals) and fittings (faucets and showerheads) shall comply with specified performance requirements.   |          |
| <b>Outdoor Water Use (4.304)</b>   |          |
| Automatic irrigation systems controllers installed at the time of final inspection shall be weather-based.   |          |
| <b>MATERIAL CONSERVATION AND RESOURCE</b>  |          |
| <b>Enhanced Durability and reduced Maintenance (4.406)</b>   |          |
| Joints and openings. Annular spaces around pipes, electric cables, conduits, or other openings in plates at exterior walls shall be protected against the passage of rodents by closing such openings with cement mortar, concrete masonry or similar method acceptable to the enforcing agency.   |          |
| <b>Construction Waste Reduction, Disposal and Recycling (4.405)</b>  |          |
| A minimum of 75% of the construction waste generated at the site is diverted to recycle or salvage. This is achieved either by using City pre-certified landfills or implementation of a waste management plan. Waste management plan shall be pre-approved by Environmental Services Department.  |          |
| <b>Building Maintenance and Operation (4.410)</b>  |          |
| An operation and maintenance manual shall be provided to the building occupant or owner.   |          |
| <b>ENVIRONMENTAL QUALITY</b>   |          |
| <b>Pollutant Control (4.504)</b>   |          |
| Duct openings and other related air distribution component openings shall be covered during construction.  |          |
| Adhesives, sealants and caulks shall be compliant with VOC and other toxic compound limits. Specify the VOC limits for the proposed products on the plans in accordance with Table 4.504.1 or Table 4.504.2.   |          |
| Paints, stains and other coatings shall be compliant with VOC limits. Specify on the plans.  |          |
| Aerosol paints and coatings shall be compliant with product weighted MIR limits for VOC and other toxic compounds. Specify on the plans in accordance with Table 4.504.3.  |          |
| Carpet and carpet systems shall be compliant with VOC limits. Specify on the plans in accordance with Table 4.504.1.   |          |
| Documentation shall be provided to the City building inspector upon request, verifying that compliant VOC limit finish materials have been used.   |          |



# RESIDENTIAL WATER HEATERS

THESE REQUIREMENTS ARE FOR PERMITS ISSUED ON OR AFTER JANUARY 1, 2008

## BUILDING DIVISION REQUIREMENTS

A plumbing permit is required for the replacement of an existing water heater. Permits are required prior to installation or replacement of water heaters.

Following is a listing of the general requirements for re-piping based on the 2007 California Plumbing Code. For additional information, contact the Building Services Department.

- **Seismic Straps** - Water heaters require two seismic straps; one located within the top 1/3 of the water heater unit and one at the bottom 1/3. The bottom strap must be located at least 4" away from the water heater controls. (508.2)

There are a number of seismic strap kits that are available commercially, however, metal plumbers tape can be used if it completely encircles the water heater and is then attached to a structural framing member at each end. Any platform supporting the water heater must be secured to the structure or the slab. Additional blocking at the water heater may be required to resist horizontal displacement.

- **Venting** - The vent and the water heater must maintain clearance from combustible materials such as wall framing or roofing. Generally this clearance is required to be 6" when the vent material is single-walled and 1" when the vent material is double-walled, but check the manufacturers listing on the materials. The vent shall terminate a minimum 6" above the roof through flashing at the roof and terminate in a listed and approved vent cap. Vents may require additional supports depending on the material and design.

All single-walled vents and single-walled to double-walled vent joints shall be secured with a minimum of three sheet metal screws, rivets or similar positive connection. (510)

- **Pressure-Temperature Relief Valve** - All water heaters have a pressure/temperature (P/T) relief valve. The valve shall be drained to the exterior and terminate toward the ground maintaining between 6" and 24" of clearance from the ground and pointing downward. The diameter of the valve opening (generally 3/4") must be maintained to the termination of the drain. Check the manufacturer's requirements. Relief valve drains shall not terminate in a building's crawl space. No part of such drain pipe shall be trapped or subject to freezing. When approved by the Chief Building Official, such drain may terminate at other locations (i.e. laundry tub, floor sink, or floor drain). No part of such drain shall be trapped and the terminal end of the drain shall not be threaded. (608.5)
- **Located in a Garage** - Water heaters located in a garage must be elevated so the pilot light and controls are at least 18" above the garage floor surface. If subject to damage, adequate barriers must be installed. (508.14)
- **Located in an Attic or Furred Space** - If located in an attic or furred space (i.e. closet) where leaking could cause damage to underlying wood framing, the water heater must be set in a pan constructed of water tight corrosion resistant material. The pan must be fitted with a minimum 3/4" drain that drains to an approved location. The P/T line is not allowed to terminate at this pan or be connected to it. (508.4)

## SECTION 1907 MINIMUM SLAB PROVISIONS

**1907.1 General.** The thickness of concrete floor slabs supported directly on the ground shall not be less than  $3\frac{1}{2}$  inches (89 mm). A 6-mil (0.006 inch; 0.15 mm) polyethylene vapor retarder with joints lapped not less than 6 inches (152 mm) shall be placed between the base course or subgrade and the concrete floor slab, or other approved equivalent methods or materials shall be used to retard vapor transmission through the floor slab.

**Exception:** A vapor retarder is not required:

1. For detached structures accessory to occupancies in Group R-3, such as garages, utility buildings or other unheated facilities.
2. For unheated storage rooms having an area of less than 70 square feet ( $6.5 \text{ m}^2$ ) and carports attached to occupancies in Group R-3.
3. For buildings of other occupancies where migration of moisture through the slab from below will not be detrimental to the intended occupancy of the building.
4. For driveways, walks, patios and other flatwork which will not be enclosed at a later date.
5. Where approved based on local site conditions.



# PATIO COVERS REQUIREMENTS

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## BUILDING DIVISION REQUIREMENTS

### Patio Cover Requirements:

- The California Building Code required that the minimum distance from property line to the proposed patio cover shall be 5 feet. Please see Zoning Ordinance for Zoning Requirements, or contact the Planning Division.
- Patio covers shall be used for recreational, outdoor living purposes and not as carports, garages, storage rooms or habitable rooms.
- All work shall comply with the *Current adopted California Building Code* and/or *Current adopted California Residential Code* as amended and adopted by the City of East Palo Alto.
- Framing members shall be Douglas Fir-Larch #2 or better.
- All support posts require "standoff post bases".
- All structural construction materials shall be new and unused.
- All patio covers shall be open on at least two sides. ("OPEN" shall mean in this context "air shall freely pass through without any electrical, mechanical or human action). Screens consisting of mesh will be allowed to cover the open sides as long as they do not impede the free movement of air from outside to inside or the reverse.
- Patio covers used for storage, living space, business related activities or any other activity not similar to a "patio" use shall be removed at the owner's expense.





## WORK EXEMPT FROM BUILDING PERMITS

Please note that work which does not require a Building Permit may still require Planning Division and other agency approval(s). Please contact our office for further information. Per California Residential Code (CRC) and California Building Code (CBC) Section, 105.2, a permit shall not be required for the following:

### **Building:**

1. One-story detached accessory structures used as tool and storage sheds, playhouses and similar uses, provided the floor area is not greater than 120 square feet.
2. Fences not over 7 feet high. For additional information regarding fence height and location contact the Planning Division at 650-853-3189.
3. Oil derricks.
4. Retaining walls that are not over 4 feet in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge or impounding Class I, II or IIIA liquids.
5. Water tanks supported directly on grade if the capacity is not greater than 5,000 gallons and the ratio of height to diameter or width is not greater than 2:1.
6. Sidewalks and driveways not more than 30 inches above adjacent grade, and not over any basement or story below and are not part of an *accessible route*. For additional information contact the Engineering Division at 650-853-3189.
7. Painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work.
8. Temporary motion picture, television and theater stage sets and scenery.
9. Prefabricated swimming pools accessory to a Group R-3 occupancy that are less than 24 inches deep, are not greater than 5,000 gallons and are installed entirely above ground.
10. Shade cloth structures constructed for nursery or agricultural purposes, not including service systems.
11. Swings and other playground equipment accessory to detached one- and two-family dwellings.
12. Window *awnings* in Group R-3 and U occupancies, supported by an *exterior wall* that do not project more than 54 inches from the exterior wall and do not require additional support.
13. No-fixed and movable fixtures, cases, racks, counters and partitions not over 5 feet 9 inches in height.
14. *Residential decks* not exceeding 200 square feet in area, that are no more than 30 inches above grade at any point, are not attached to a dwelling and do not serve the exit door required by CRC Section R311.4.

### **Electrical:**

**Repairs and maintenance:** Minor repair work, including the replacement of lamps or the connection of approved portable electrical equipment to approved permanently installed receptacles.

**Radio and television transmitting stations:** The provisions of this code shall not apply to electrical equipment used for radio and television transmissions, but do apply to equipment and



# WAS YOUR HOME RED-TAGGED AS UNSAFE? Help is available!

## Emergency Housing Assistance Resources

Do you need shelter after regular business hours or on the weekend?

Contact: Human Service Programs  
(San Mateo County Residents)  
United Way

1 (800) 273-6222

Call 2-1-1 for assistance

**OPEN**  
Sunday-Saturday  
(daily)

Hours  
any time  
(24 hours a day)

Referrals after hours for Shelters for women with children under 18, men women.

Are you a Single Adult or Couple?

Contact: El Concilio  
*Emergency referrals for housing and other services for adults*  
Website: www.el-concilio.com

(650) 330-7432

Email: el\_conciliomc@yahoo.com  
OR  
or10sia@el-concilio.com

1798 #B Bay Road  
East Palo Alto, CA 94303

**OPEN**  
Monday, Wednesday, Friday  
Tuesdays:  
Thursdays

Hours  
9-11am  
1-4pm  
1:00-4:00pm  
9:00-11:00am

Do you have children under 18 years of Age?

Contact: San Mateo County Human Services

(650) 363-4218

2415 University Ave  
3rd floor Suite #3,  
East Palo Alto, CA 94303

**OPEN**  
Monday - Friday

Hours  
8:00am-5:00pm

Providing Emergency services for housing for families with children.  
Website: http://smccconnect.org

Are you a Veteran of the United States of America?

Contact: Next Step Veterans Assistance (Ask for Site Director)  
Serving Veterans and their families in times of need to end the cycle of homelessness among our Nations Hero's.

650-566-0240

Email: nvrvc@vetsresource.org

795 Willow Road, Bldg. 348  
Menlo Park, CA 94025

**OPEN**  
Monday - Friday

Hours  
8:00am-4:00pm  
(appointments preferred)

OR  
Life Moves Veterans Assistance (Formerly InnVision Shelter Network)

650-315-3771

Maple Street  
Redwood City

Are You Formerly Incarcerated and currently on parole or probation?

Contact: David Lewis Reentry Program

Jose Cabrera  
(650) 853-3188

OR

Lear Blitzstein  
(650) 853-3139

OR

Front Office  
(650) 853-3120

2277 University Avenue

**OPEN**  
Monday - Friday

Hours  
8:30am-5:00pm

Will determine needs for referrals including help with housing.  
Email: icabrera@cityofepa.org



## COMMON CODE VIOLATIONS

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- 1. Maintain unobstructed exits and exit aisles from all portions of the building. California Fire Code (CFC), Section 1028
- 2. Remove all bolts, bars, and chains from exit doors. CFC, Section 1008
- 3. Remove combustible storage under exit stairways. CFC, Section 1009.5
- 4. Remove obstructions and maintain access to all fire protection equipment. CFC, Section 508
- 5. Provide and install a key box (Knox) for immediate access by fire department for life-saving or firefighting purposes. (Contact the Fire Prevention Office for instructions and forms.) CFC, Section 506
- 6. Provide required maintenance on the following as indicated: CFC, Section 901.6/1011
  - Portable Fire Extinguisher (s)
  - Automatic/Manual Heat/Smoke Alarm
  - Fire Sprinkler System
  - Emergency Lighting
  - Exit Signs
  - Fixed Extinguishing System
  - Standpipes/Hydrants
- 7. Repair all walls and ceilings where required to maintain fire-resistive construction. CFC, Section 703
- 8. Provide approved containers for storage of combustible waste, rubbish, and oil rags. CFC, Section 304
- 9. Secure all compressed gas cylinders. CFC, Section 303
- 10. Provide visible hazard identification signs (National Fire Protection Association 704) at entrance to locations where hazardous materials are stored, used, or handled. CFC, Section 2703.5
- 11. Remove all extension cords used as substitute for permanent wiring. CFC, Section 605.5
- 12. Maintain a minimum of thirty (30) inches of access width in front of electrical control panels. CFC, Section 605.3
- 13. Install address numbers on each building so located to be visible from the street. CFC, Section 505

**2012  
11<sup>th</sup> Edition  
FAIR HOUSING HANDBOOK**



**A PRACTICAL REFERENCE GUIDE TO THE LAWS  
AFFECTING RENTAL HOUSING IN CALIFORNIA**

**Provided to the public by  
THE REGIONAL  
HUMAN RIGHTS/FAIR HOUSING COMMISSION  
1112 I Street, Suite 250  
Sacramento, CA 95814**

**Housing Counseling Hotline 916-444-0178  
Main Office 916-444-6903**

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

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## THE COST OF NOT GETTING PERMITS

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Recently, two house fires occurred in our San Pablo community within a one week time period. These fires had a couple things in common. First, the fires were in buildings where people lived. Second, the fires occurred in buildings that were remodel or altered without the benefit of a city building permit.

### **So what are the benefits of getting permits?**

The benefits of obtaining permits are numerous and come from a city process that helps maintain a safe, pleasant place to live. By obtaining a permit you can be assured the changes you want to make are in keeping with the overall requirements of the city.

### **Why is this important?**

The primary role of government is to ensure a safe, pleasant place for people to live and work. If the city allowed a child-care center to be located next to an acid manufacturing plant or other hazardous use, the city would have participated in creating dangerous, unsafe and unpleasant conditions.

Each department provides input to ensure a complete review of all requirements.

Planning and zoning rules identify where certain activities can or should be located. These rules also limit where business can be located within the city to ensure the location and activities of the businesses are compatible, reasonable and within requirements of the city's master plan.

Building Department rules are developed to ensure safe healthy structures to live, shop and work in. As a veteran building inspector some of the questions the public asks regarding permits are:

### **What are the costs?**

The fire department report stated "The preliminary cause and origin investigation determined that the fire was a result of an electrical overload/malfunction." Had the owners of the property gotten the required permits and inspections it is likely the fire could have been avoided.

# Reference Slides

## CHAPTER 22.5. - SECOND DWELLING UNITS<sup>[6]</sup>

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Sections:

Section 6425. - Purpose of chapter.

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The purposes of this chapter are:

(a)

To increase the supply of affordable housing by allowing accessory dwelling units (also known as second units) in conformance with Government Code Section 65852.2 to be established on lots zoned for single-family or multiple-family dwellings and containing a single-family dwelling;

(b)

To establish standards for the development and occupancy of accessory dwelling units to ensure that they are compatible with neighboring uses and structures, adequately equipped with public utility services, do not result in negative traffic or public safety impacts, and are safe for human occupancy; and

(c)

To restrict or prohibit accessory dwelling units which create unreasonable traffic, safety, privacy or other adverse impacts, and to prevent adverse impacts on any real property listed in the California Register of Historic Places.

(Ord. No. 407, Exh. A), 1-17-2017)

Section 6426. - Definition.

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Accessory dwelling unit. The term "accessory dwelling unit," or "accessory unit" as used in this chapter, means a separate dwelling unit providing complete independent living facilities for one or more persons containing living, sleeping, kitchen and sanitation facilities which are defined as a partial bathroom (a water closet, sink or a toilet) or a full bathroom (water closet, sink and a toilet). An existing single-family residence may be converted to an accessory unit in conjunction with the development of a new main dwelling unit on the site and in conformity with the development standards for a new accessory unit as set forth in [Section 6426](#) of this chapter. Subject to the restrictions contained in this chapter, an accessory unit may

