



City of Palm Springs  
**CODE COMPLIANCE INSPECTION PROCEDURE**

**SUBJECT:** State Housing Law: Proactive Inspections of Multi-Unit Complexes

**I. Purpose**

To establish a regulation pertaining specifically to providing procedures for proactive inspections of multi-unit complexes to protect tenants' rights and their living conditions. Pursuant to AB 548, codified as Health and Safety Code section 17970.7, City inspectors and code enforcement officers shall now have a procedure for inspecting a multi-unit complex when there is a violation of Health and Safety Code ("HSC") section 17920.3 or HSC section 17920.10, and the inspector/code enforcement officer determines that the defects or violations have the potential to affect other units of the building.

**II. Policy**

It is the policy of the City of Palm Springs to properly handle violations of substandard living conditions within multi-unit complexes and to maintain an accurate record of noticing in order to protect tenants' rights and the living conditions of the community.

**III. Application**

PSMC Section 2.08.010 (Powers and duties) authorizes the City Manager as the administrative head of the City to efficiently administer all the affairs of the City which are under their control.

As such, the City Manager herein conveys that an administrative regulation is necessary to properly handle violations of substandard living conditions within multi-unit complexes and to protect tenants' rights and the living conditions of the community.

**IV. Procedures**

**A. Inspection**

All inspections are to be consistent with the current laws and inspection practices in place. Upon inspection of a unit within a multi-unit complex that is determined by the code enforcement officer to be substandard pursuant to HSC section 17920.3 or in violation of HSC section 17920.10, the code enforcement officer must determine whether those violations are such that they could reasonably affect additional units in the complex. The code enforcement officer shall document and photograph all violations that may be used as a basis for additional inspections of adjacent units.

## **B. Determination**

When determining whether to inspect additional units, the code enforcement officer may consider factors including, but not limited to:

- building type,
- building age,
- building size,
- construction method,
- cause of the substandard condition, and
- history of violations.

A non-exhaustive list of violations that could reasonably affect other units are:

- mold,
- mildew,
- pests, and/or
- lead hazards.

If one of the above listed or another violation is present and the code enforcement officer determines the violation[s] could reasonably affect other units, the code enforcement officer must inspect or attempt to inspect the following:

- adjacent units (above, below, and neighboring) and
- any additional units that the code enforcement officer determines could be reasonably affected.

If the violations are so severe and widespread as determined by the code enforcement officer, the code enforcement officer must inspect or attempt to inspect all units within the building. In the event the tenants of adjacent and reasonably affected units do not respond to the request to inspect, the code enforcement officer may seek an inspection warrant on the basis of the violations in the adjacent unit.

## **C. Notice Requirements**

Upon the conclusion of the inspection, and within a reasonable time, the code enforcement officer shall draft a notice or order to repair or abate to advise the owner/operator and tenant of each known violation and of each action required to remedy the violation. Notice must be issued to the following:

- property owner/operator,
- tenant of unit,
- tenants of adjacent units (above, below, and neighboring), and
- tenants of additional units that the code enforcement officer determines could be reasonably affected.

The notice should include the following:

- date of the inspection,
- a non-exhaustive list of violation[s],
- time frame in which to make the corrective actions, and
- anything required under City's municipal code (i.e. right to appeal).

If the violations are so severe and widespread as determined by the code enforcement officer, the code enforcement officer must notify all tenants within the building.

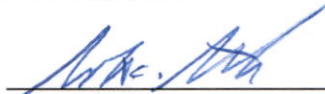
**D. Re-Inspection**

The code enforcement officer must schedule a re-inspection to verify the anticipated corrections outlined in the notice or order to repair or abate.

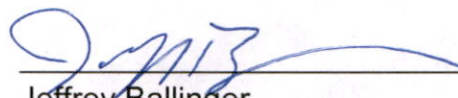
**V. Effective Date**

This Administrative Procedure has been approved on 10/22/2024

APPROVED:

  
\_\_\_\_\_  
Scott Stiles,  
City Manager

AS TO FORM:

  
\_\_\_\_\_  
Jeffrey Ballinger,  
City Attorney