

**CITY OF DAVIS**  
**BUILDING DIVISION**  
**of the**  
**Community Development**  
**Department**

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**PERMITS**

IN GENERAL the state codes adopted by Davis require a permit for most electrical, plumbing, mechanical, and structural work.

For purposes of this informational brochure, the following is a **PARTIAL** list of the typical **COMMON HOME IMPROVEMENTS** that require a permit:

**STRUCTURAL.** Garage Conversion, Reroofs, Room Additions or Remodel, Patio Cover, Trellis, Gazebo, Decks (if over 30" high), Patio Enclosure, Sunroom, Carport, Garage, Pool/Spa, Pond/Fountain (if depth is > 18"), Storage Building (if over 120 sq.ft.), Fireplace, Fireplace Insert, Pellet Stove, Windows/Doors, add or remove a Wall, add or replace a Shower Enclosure, etc.

**ELECTRICAL.** Receptacle Outlet, Switch, Light Fixture, replacement of hood fan with a microwave oven, etc.

**MECHANICAL.** Whole House Fan, Attic Fan, Paddle Fan, Exhaust/Vent Fan (bathroom, laundry, kitchen, etc.), Central or Wall Air Conditioner, Central Furnace or Wall Heater, etc.

**PLUMBING.** Dishwasher, Disposer, Water Heater, Sprinklers, Water Softener, Laundry Tray (deep sink), Gas line (for range/cooktop, clothes dryer, BBQ, etc.), replacement of drain lines for sinks and lavatories, etc.

An **EXPANDED LIST** of work requiring permits (including full field inspection and final clearance) is available at the Building Division office.

Prior to starting any work it is recommended that the property owner check the expanded list and/or contact the Building Division office to inquire about permit requirements.

Any Questions?

Call the Building Department at (530)757-5610  
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# Resale Program

**Some of the**  
**BENEFITS**

- Enforces zoning and building codes.
  - Elimination of unauthorized garage conversions, etc.
- Reduces risk of fire.
  - Unauthorized wiring removed or remedied, enforcement of smoke detector requirements, etc.]
- Enhances public safety by enforcing the Davis Security Ordinance.
- Helps with disclosures required by the state. Helps to minimize lawsuits between buyers and sellers.
- Helps minimize substandard building conditions.
  - Percentage of units in Davis that required rehabilitation in 1992 was .04%, compared to 2.86% and 5.41% in some surrounding cities.
- Monitors Davis housing stock to keep City informed on performance of adopted codes.

## RESALE PROCESS

All properties with 1, 2 or 3 residential units are subject to the resale inspection process.

### APPLICATION

Seller must complete and submit the application for the inspection any time prior to the sale but no less than 15 working days prior to any proposed close of escrow date. Current fees:

- \$375.00 for single family properties
- \$450.00 for 2 or 3 unit properties
- \$ 22.50 per room for group housing (fraternity, sorority, etc.) with \$250 minimum

An inspection appointment will be scheduled for all occupied properties. If the property is vacant and a key is left at the Building Division office, no one needs to meet the inspector on site.

### ON SITE INSPECTION

Seller must provide access to all interior rooms, any garage or carport, and all exterior areas or structures.

The inspection usually takes about an hour for a typical single-family dwelling.

### REPORT

A written report will be issued within 5 working days after the completed inspection.

The report is divided into three sections:

**Section A.** Any items noted must be remedied and reinspected and approved by the city.

**Section B.** Any items noted must be remedied but will **not** be reinspected by the city. The city does require submittal of a signed statement from the seller, the seller's agent, or a licensed contractor that certifies that all of the Section B items have been remedied. A place for this certification signature is provided within the report.

**Section C.** These items are only informational to the buyer or additional inventory notes for inspection records. No action is required for anything written in Section C.

### DEADLINES

The resale **Report** is valid for 18 months. The seller must provide the buyer with a copy of the both the **Report** and this brochure.

**IF there is a sale** within those 18 months, one of two things must happen prior to close of sale.

EITHER the seller completes all work necessary and obtains the **Certificate**,  
OR the buyer agrees to complete the Report and obtain the **Certificate** within 90 days of close of escrow.

**Prior to close of sale**, the seller must provide the buyer with a copy of both the **Report** and this brochure.

**Prior to close of sale or no later than 5 working days after the close** a copy of Page 1 of the Report that has been **signed by the buyer** must be submitted to the Building Division office.

**IF there is no sale** within those 18 months, one of two things must happen:

EITHER the seller chooses to not complete all Report items and the **Report** will automatically be voided. [Seller must reapply for another inspection prior to any future sale.]  
OR the seller completes the process and obtains the resale **Certificate**. The Certificate is valid for 5 years from last resale inspection or until the property is altered without a permit for which a permit is required.

### EXEMPTION PROCESS

Properties with 1, 2, and 3 dwelling units are eligible for a resale **EXEMPTION** only if there was a resale Certificate issued for the property at the time of the previous resale **and** the date of the on site inspection for that report is within 5 years of the date of the close of escrow for the current sale.

**Prior to the sale** and no less than 15 days prior to the close of the sale, Seller must make application and pay the current fee:

\$75.00 per property

There will be no on site inspection. Staff will check the office records and any outstanding permits must be finalized by the Seller prior to issuance of the Exemption.

Seller must provide the buyer with a copy of this

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brochure, the **EXEMPTION**, and the Report issued for the previous resale.

Buyer and Seller are advised to compare the inventory listed in the previous Report to those amenities that currently exist on site. Any differences should be brought to the attention of the Building Division office to determine if a permit is required (see also the list on the back page of this brochure) and if that permit has been obtained.

**Prior to close of sale**, the seller must provide the buyer with a copy of both the **Exemption** and this brochure. **Prior to close of sale or no later than 5 working days after the close** a copy of Exemption that has been **signed by the buyer** must be submitted to the Building Division office.

### SELF-CERTIFICATION PROGRAM

Hotels, Motels, and Multi-Family (4 or more units) properties are subject to the resale self-certification process.

The seller must obtain a **Self-Certification Package** from the Building Division office.

**Prior to close of sale**, the seller or seller's representative must:

1. Check the property in general and each individual unit for all of the maintenance and health and life safety items listed in the **Package**.
2. Complete any and all corrective work necessary and obtain any required permits.
3. Obtain the buyer's signature and related information requested in the **Package**.

Seller is required to submit the completed Self-Certification **Package** to the Building Division office for validation for the resale certificate. Seller is required to provide the Buyer with a copy of both the validated self-certification package and this brochure.

Every time the property is sold, the current owner is required to complete and submit a new Resale Self-Certification **Package** to the Building Division office.

There is no fee for the Resale Self-Certification process.