

SELF-CERTIFICATION PACKAGE for resale of HOTELS, MOTELS, and MULTI-FAMILY PROPERTIES



Community Development Department, Building Division
Ph: (530) 757-5610 Fax: (530) 757-5660

23 Russell Blvd, Davis CA 95616
City Website: www.cityofdavis.org

Resale Property Address _____

Type of Occupancy (check one) Multi-Family (4 or more units) _____ Hotel / Motel _____

of Units: _____ **Year Built:** _____ **Date of CLOSE OF ESCROW for current sale:** _____

I CERTIFY that I am the legal owner of the property. My signature below indicates that access to the property in general and each individual unit has been made available for the required inspection for all of the maintenance and health and life safety items listed in this resale self-certification package.

SELLER's Signature _____ Date _____

Print Name _____ e-mail: _____

Seller's Work Ph (_____) _____ Home or Cell Ph (_____) _____ FAX: (_____) _____

Seller's Mailing Address: _____
Street # or P.O. Box _____ City _____ State _____ ZIP _____

AGENT for SELLER / Signature _____ Date _____

Print Name _____ e-mail: _____

Agent's Work Ph (_____) _____ Home or Cell Ph (_____) _____ FAX: (_____) _____

Agent's Mailing Address: _____
Street # or P.O. Box _____ City _____ State _____ ZIP _____

Instructions for the Seller

PRIOR TO the close of sale you or a qualified representative must ...

- A. Check the property in general and each residential unit for all self-certification items.
- B. Complete any and all corrective work as necessary and obtain any required permits. (See attached information.)
- C. Obtain the Buyer's signature and related information requested in this Package.

ANYTIME prior to close of sale OR within 5 working days after close of sale, you or a qualified representative must ...

- D. Submit a completed Package to the Building Division office for validation of the Resale Certificate.
The package is not complete unless it includes:
 - Correct property address, number of units, description of type of use, and the date of the close of escrow.
 - Seller's signature and all related information requested
 - Buyer's signature and all related information requested
 - Certification signature and all related information requested.
 - Indication of whether or not there is any RP Valve on site. (See item # 8 below.)
- E. Provide the Buyer with the Resale Program brochure and a copy of both this Package with the Certificate validated.

CERTIFICATION STATEMENT:

My signature below acknowledges that I confirm that a physical inspection of the property in general and each individual residential unit has been done. I certify that all of the ten items required to be certified have all been checked and correctly remedied as applicable. All of the following information must be provided:

(Signature) _____ _____ Ph # : (###) ###-####

(Print Name) Owner / Agent / Contractor (Lic. # _____)
(Circle one)

10 ITEMS REQUIRED to be SELF-CERTIFIED

The Seller or qualified representative must check the property in general and each of the residential units and certify that all of the maintenance and health and life safety items noted below have been checked and currently comply with all of the following:

1. **Smoke Detectors.** Certify that operable smoke detectors with audible alarms are installed at the interior of each unit and located within each bedroom, within the hallway(s) and on each floor level.
 - Direct-wired units must be maintained where required to be installed at time of original construction.
 - Battery-operated smoke detectors may be installed at all other required locations.
2. **Permits.** Certify that all permits (including full field inspections and final clearances) have been obtained for applicable work done during the time the Seller has owned the property.
 - In general, most electrical, plumbing, mechanical, or structural work requires a permit.
 - Property permits are public records and can be researched and viewed by the Seller and Buyer at the Building Division office.
 - Common work requiring permits include reroofs, paddle fans, replacement of hood fan with microwave oven, replacement of water heaters/boilers, replacement of furnaces/wall heaters, replacement of shower enclosure/surround, water softener, sprinkler systems, pool/spa, patio cover/trellis, etc.
3. **Ground Fault Circuit Interrupter (GFCI) protection.** Certify that any/all GFCI features at receptacle outlets and/or breakers are operable and protect receptacle outlets at all locations as required by the California Electrical Code in effect at the time of the original construction.
4. **Deadbolt Locks.** Certify that approved deadbolt locks (as required by Davis Municipal Code) are installed at the Entry Doors (and any other swinging door to the exterior from within the dwelling unit).
5. **Electrical:** Certify that ...
 - At Main service panels and individual subpanels ...
 - All circuits are properly identified and labeled.
 - Approved blanks have been installed at any knockout openings.
 - Approved tie clips/bars have been provided for all twin/220V circuit breakers.
 - No Exposed Wiring – All receptacle outlets and switches have coverplates, all light fixtures are in place, and all such exterior devices are listed for exterior/damp locations.
 - Garbage Disposers. An approved wire clamp is provided and secured at the base of the disposer (where the appliance cord passes through the knock-out opening).
6. **Stairs and Guardrails.** Certify that any and all stairways, handrails, and guardrails on site have been maintained in a safe condition.
7. **Bathrooms.** Certify that ...
 - An operable vent fan is provided **unless** there is an openable window in the bathroom.
 - Within each water closet (toilet tank) the ballcock's critical level is at a height of minimum 1" above the top of the overflow tube.
8. **RP VALVES with test cocks.** Certify that any existing RP Valve with test cock (e.g. at source of sprinkler supply lines, automatic fill line for pool, main line to property, etc.) has been tested by an authorized outside agency within the last 12 months. Seller also confirms that a copy of that current certification has been submitted to the **WATER DIVISION** of the Public Works Department. [Please contact Public Works directly @ (530) 757-5686 if you have any RP valve questions.]
Check here: _____ if there **is** an RP Valve on site.
Check here: _____ if there is **no** RP Valve on site.
9. **Zoning.** Certify that ...
 - Heights of fencing and landscaping have been maintained per local zoning regulations. [Please contact the PLANNING Division directly @ (530) 757-5610 if you have any zoning questions.]
 - Visual blight items (e.g. discarded furniture/junk, storage of personal property, tall grass and/or weeds, inoperable vehicles, etc.) either have been removed from the premises or have been moved out of sight from the street and/or neighboring properties.

- 10. **Attic Insulation.** Certify that a minimum of R-19 ceiling insulation is properly installed in all accessible attic areas over conditioned/habitable areas.
 - See attached additional information and related requirements.

Information for the Buyer

Every time this property is sold, the current owner is required to complete and submit a new Resale Self-Certification Package to the City of Davis Building Division Office.

- Prior to your future sale of the property, you are required to check the property in general and each individual unit for compliance with all of the maintenance and health and life safety items noted in the Resale Self-Certification Package in effect at that time.
- When you sell the property, you must submit to the Building Division office a new completed self-certification package prior to the close of escrow or within 5 working days after the close.

The City of Davis **Fire Department** conducts annual routine safety inspections of multi-family complexes of 4 or more units, hotels, and motels. If you have ANY questions regarding their inspection, the current status of any outstanding report, or any fee charged to the property owner for this service, please contact the Fire Dept directly @ (530) 757-5684.

The Yolo County **Environmental Health Department** conducts annual routine safety inspections of public pools (including pools at apartment complexes). If you have ANY questions regarding their inspection or any fee charged to the property owner for this service, please contact the Yolo County Environmental Health Dept directly @ (530) 757-5540.

I confirm that I have received a copy of this Self-Certification Package. I understand that when I sell the property I must submit a new self-certification resale package prior to that close of escrow.

BUYER's Signature _____ Date _____

Print Name _____ e-mail: _____

Buyer's Work Ph (_____) _____ Home or Cell Ph (_____) _____ FAX: (_____) _____

Buyer's Mailing Address: _____
Street # or P.O. Box _____ City _____ State _____ ZIP _____

AGENT for BUYER / Signature _____ Date _____

Print Name _____ e-mail: _____

Agent's Work Ph (_____) _____ Home or Cell Ph (_____) _____ FAX: (_____) _____

Agent's Mailing Address: _____
Street # or P.O. Box _____ City _____ State _____ ZIP _____

RESALE CERTIFICATE OF OCCUPANCY BUILDING DIVISION USE ONLY

CO # **SC** _____ Validated by _____ Date _____

When the Chief Building Official or representative properly validates this certificate, it indicates the following:

- Building Division staff has checked the office records and found no unfinalized permits on file.
- The property owner or qualified representative has certified that all of the necessary permits have been obtained and finalized.
- The property owner or qualified representative has certified that all of the required maintenance and health and life-safety items have been completed.

This Certificate is valid until the property is sold. This Certificate is null and void if work is subsequently done at the property without a permit for which a permit (including inspection and final clearance) is required.

ADDITIONAL INFORMATION for the SELF-CERTIFICATION PACKAGE
for the resale of
MULTI-FAMILY (4 or more units), HOTEL, and MOTEL Properties

Permits.

Property permits are public record. You may come to the Building Division office and view the file for any property. Also available at the Building Division office are permit application forms and a list of items requiring permits. Additional permit information can be found on the city's website: www.cityofdavis.org

Smoke Detectors. Units must be listed/approved by a recognized testing agency (e.g. UL, State Fire Marshal, etc.). Units must be installed per the manufacturer's instructions.

GFCI protection. Limited ground fault circuit interrupter protection was first required in November 1974.

GFCI protection must be maintained at the locations required by the code in effect at the time of the original construction. Upgrading to current code is not required.

The effective dates of code changes related to GFCI protection are as follows:

since Nov 1974	at the exterior -- IF any installed.
since July 1981	at the exterior -- and there must be at least 1 exterior outlet, within bathrooms , and ...
	within attached garages -- IF outlet located w/in 7' of floor.
since Jan 1990	<u>all of the above</u> and ...
	within kitchens (serving a countertop and located within 6' of the sink)
	within detached garages -- IF outlet located w/in 7' of floor.
since Aug 1992	<u>all of the above</u> and ...
	adjacent to bar sinks and laundry trays (deep sinks)

Deadbolts (Davis City Code)

- The deadbolt must have a minimum 1" throw and a minimum 3-1/2" long strikerplate with minimum 2" long screws.
- The deadbolt must have a thumb throw at the interior side (double-keyed deadbolts not permitted).
- The throw must be easily and fully operational with the door in the closed position.
- EXCEPTION: For properties built prior to July 1980, any deadbolt with a 1/2" throw and 2-1/2" strikerplate will be "grand-fathered in" and considered "existing, non-conforming" until such time as the door or the deadbolt is replaced.

RP Valves Contact the WATER DIVISION of the Public Works Department @ 757-5686 if you have any questions or concerns regarding RP Valves.

Attic Insulation

- The definition of an "accessible" attic area includes a minimum of 30" between the top of the ceiling joists and the roofing material.
- The attic side of any access door through a conditioned area ceiling (or wall) must be covered with insulating material – minimum R-19 if the door is through a ceiling and minimum R-11 if the door is through a wall.
- Within the accessible attic area (only), minimum R-11 wall insulation must be properly installed on any accessible wall space on the attic side of conditioned/habitable areas.
- Approved barriers must be installed to provide required clearances to furnace/heater vent, water heater vent, recessed light, etc.

Note: Accessible attic areas may already meet this insulation requirement IF ...

- **EITHER** the permit for the original construction on this property was issued **prior to** January 1976 (when state and local codes started to require ceiling insulation for new construction),
- **OR** this property has obtained a validated resale inspection certificate from the City of Davis for a resale inspection that was done **after** January 1980 (when the Resale Program started to include retrofitting attic insulation).