

# CITY OF



# ONTARIO

CODE ENFORCEMENT DEPARTMENT

PAUL S. LEON  
MAYOR

November 17, 2008

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CITY MANAGER

JASON ANDERSON  
MAYOR PRO TEM

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CITY CLERK

ALAN D. WAPNER  
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JIM W. BOWMAN  
COUNCIL MEMBERS

JAMES R. MILHISER  
TREASURER

Dear Property Owner:

The City of Ontario is committed to providing a safe environment for our residents to live and raise their families. In order to accomplish this, the City has adopted a Systematic Health & Safety Inspection Program to ensure the quality of our rental housing stock. The ordinance and resolution setting the parameters of the program and the associated fee were adopted by the City Council in June of 2008. Beginning March 1, 2009, Code Enforcement staff will be proactively inspecting all rental units, including single-family homes that are used for rental purposes. The adopted fee is \$36 per unit per year and will be billed to you on January 5, 2009.

Enclosed is a Property Information form that should be completed and returned at your earliest convenience. This information will provide City staff with the most up-to-date information regarding your property. The information provided on this form will assist us in maintaining statistical information, tailoring grant or assistance programs to your needs and providing timely notification to you or your property manager should there be an emergency on your property. We have also enclosed an informational brochure that explains what will be included in the inspection. A notice informing you of the scheduled day and time of the inspection will be mailed at least 30 days in advance.

Thank you for returning the Property Information form quickly, and we look forward to working with you in ensuring that Ontario is a great place to live, work and play. Please contact the Code Enforcement Department at (909) 395-2007 should you have any questions.

Sincerely,

Karen De Vrieze  
Code Enforcement Director

## PROGRAM PROCESS

All rental housing over seven (7) years old in the City of Ontario will be inspected. For properties with no violations, an approved certificate will be issued to the owner and no further action is necessary. Those properties will not be inspected again for another four (4) years although the fee will continue to be billed every year.



If violations are found, the owner will be given a list of items that need to be corrected within 30 days to bring the property into compliance. If violations still exist after re-inspection, the owner will be subject to penalties and further action will be taken.

## CONTACTS

**Inland Fair Housing and Mediation Board**  
909-888-3763

**City of Ontario Business License**  
909-395-2022

**City of Ontario – Utilities**  
909-395-2050

**Police and Fire Emergency**  
911

**Non-Emergency**  
Fire – 909-395-2002  
Police – 909-395-2001

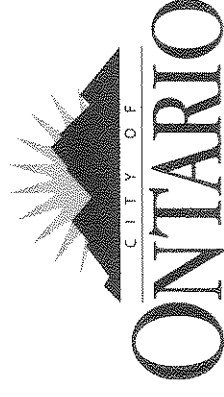
**Mayor**  
**Paul S. Leon**

**Mayor Pro Tem**  
**Jason Anderson**

**Council Members**  
**Alan D. Wapner**

**Sheila Mautz**  
**Jim Bowman**

## **Systematic Health and Safety Inspection Program**



### **Code Enforcement Department**

208 W. Emporia Street  
Ontario, CA 91762  
Phone: 909-395-2007  
[www.ci.ontario.ca.us](http://www.ci.ontario.ca.us)



## Systematic Health and Safety Inspection Program

### PROGRAM DESCRIPTION

The City of Ontario Systematic Health and Safety Inspection Program is committed to promoting greater compliance with health and safety standards to reduce substandard conditions in rental housing.

This Program will enhance the quality of rental properties throughout the City by providing educational and technical assistance for landlords; ensuring that all rental properties are maintained properly in accordance with City standards and ensuring that the units are safe to be occupied by tenants.



### INSPECTIONS

City inspectors will inspect rental properties for interior and exterior code violations and issue corrective notices as needed. Some examples include:

- Broken windows
- Roof leaks
- Improperly installed electrical systems and equipment
- Inoperable heating and A/C
- Plumbing issues
- Substandard landscape and irrigation
- Unsafe fire conditions
- Inadequate garbage storage containers
- Insufficient caulking at tubs, showers and sinks
- Unsafe stairs
- Unmaintained parking and driving areas

### FEES

**Annual Rental Inspection Fee**      **\$36/unit\***

**Re-inspection Fee**      **Included**

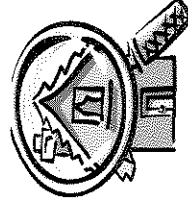
**Subsequent non-compliance inspections**      **\$55/hour\*\***

**Delinquent Fee (charged 45 days after invoice date)**      **2x fee + interest**

Three (3) rental units or more requires a City of Ontario business license. The license fee is separate from the Rental Inspection Fee.

\*Beginning July 1, 2009, the rental inspection fee will automatically increase every July 1 in accordance with the CPI.

\*\* Continued non-compliance may result in additional inspection fees, fines and prosecution costs.



NOTE: This list is not comprehensive.

# SYSTEMATIC HEALTH & SAFETY INSPECTION PROGRAM PROPERTY INFORMATION

Property Address: \_\_\_\_\_

Do units have separate addresses: ☐ Yes ☐ No If yes, please list: \_\_\_\_\_

Date Owner Acquired Property: \_\_\_\_\_ Year Property Was Built: \_\_\_\_\_

Owner Name: \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street City State Zip

Property Manager: \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street City State Zip

Emergency Contact: \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_\_  
(if different than above)

Business License Number: \_\_\_\_\_ Renewal Date: \_\_\_\_\_  
(required for 3+ units)

Accepting Section 8 ☐ Yes ☐ No Tenant Screening ☐ Yes ☐ No Type: \_\_\_\_\_

Are you participating in the Crime Free Multi-Housing Program? ☐ Yes ☐ No

## Number of Units

\_\_\_\_\_ 1 BR \_\_\_\_\_ Studio  
\_\_\_\_\_ 2 BR \_\_\_\_\_ Garage Spaces  
\_\_\_\_\_ 3 BR \_\_\_\_\_ Carport Spaces  
\_\_\_\_\_ 4+BR \_\_\_\_\_ Parking Lot Spaces

## Utilities

Electricity paid by ☐ Owner ☐ Tenant  
Water paid by ☐ Owner ☐ Tenant  
Gas paid by ☐ Owner ☐ Tenant  
A/C ☐ Yes ☐ No ☐ Sewer ☐ Septic  
☐ Dumpsters ☐ Cans How many \_\_\_\_\_

## Amenities

Pool ☐ Yes ☐ No How many \_\_\_\_\_  
Spa ☐ Yes ☐ No How many \_\_\_\_\_  
Play Area ☐ Yes ☐ No How many \_\_\_\_\_  
Tot Lot ☐ Yes ☐ No How many \_\_\_\_\_  
BBQ's ☐ Yes ☐ No How many \_\_\_\_\_

Club House ☐ Yes ☐ No  
Exercise Room ☐ Yes ☐ No  
Storage Area ☐ Yes ☐ No  
Other \_\_\_\_\_

### *For Office Use Only*

Parcel Number: \_\_\_\_\_ Zone: \_\_\_\_\_ Total Billable Units: \_\_\_\_\_  
Date Entered: \_\_\_\_\_ By: \_\_\_\_\_