



# EXTERIOR ELEVATED ELEMENTS INSPECTION PROGRAM INSPECTION CERTIFICATION

Planning & Development Department  
Building and Safety Division  
Housing Code Enforcement

**This certification must be completed by a licensed professional.** Mail the completed form to Housing Code Enforcement at 1947 Center Street, 3<sup>rd</sup> Floor, Berkeley, CA 94704.

### PROPERTY INFORMATION:

**Building Address:** \_\_\_\_\_ **Year Built** \_\_\_\_\_ **Number of Units** \_\_\_\_\_  
**Property Owner Name(s):** \_\_\_\_\_ **Email:** \_\_\_\_\_

### LICENSED PROFESSIONAL INFORMATION:

**Type of professional:**

- General Contractor
- Architect
- Civil Engineer
- Structural Engineer
- Structural Pest Control Operator  
(for wood-framed elements only)

Name of Licensed Professional: \_\_\_\_\_ Company: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

License #: \_\_\_\_\_ Phone #: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Building Type:** (Select one)

- Apartment House
- Congregate/Boarding/Dormitory/Fraternity/Sorority
- Other (Such as Live/work, Tenants in Common, Clubhouse, Convent, Residential Assisted Living Facility)
- Residential Condo Building
- Hotel/Motel

### VERIFICATION BY LICENSED PROFESSIONAL:

- Wood-framed or steel-framed exterior elements elevated more than six feet above adjacent grade EXIST at the subject building. Check all that apply

**Elements:**

- Balconies/Decks
- Stairways/Landings
- Guardrails/Handrails
- Walkways/Terraces

**Materials:**

- Regular Sawn Lumber
- Naturally Durable Wood
- Engineered Lumber
- Steel
- Pressure Treated Wood

At the time of my inspection on \_\_\_\_\_,

- All elevated wood-framed and steel-framed decks, balconies, landings, stairway systems, walkways, terraces, guardrails, handrails, or any parts thereof in weather-exposed areas at the subject building did not exhibit signs of deterioration, decay, corrosion or similar damage that could pose a safety concern and there was no evidence of active water intrusion in concealed spaces of the inspected elements.

- Corrective Work is required.  Yes will need a permit.  No permit is required.

Briefly describe work and locations: \_\_\_\_\_

If the box is checked indicating that corrective work is required, apply for a permit within 60 days of the date on this form, respond to plan check comments within 10 days of the date of the correction letter, obtain a building permit within 10 days of notification of plan approval and complete all work within 90 days of permit issuance.

If corrective work has been completed, please provide the permit number if a permit was required:

**Permit #** \_\_\_\_\_  **Yes received final inspection from Building and Safety**  **Not finalized.**

\_\_\_\_\_  
Signature of Licensed Professional indicated above

\_\_\_\_\_  
Date Signed



Planning and Development Department  
Building and Safety Division  
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## **Notice of Inspection Requirement for Balconies, Stairways, Decks, Walkways and other Exterior Elevated Elements for Group R-1 and R-2 Occupancies to Comply with Berkeley Housing Code Section 601.4**

Section 601.4 of the Berkeley Housing Code requires inspection and certification of weather-exposed elements elevated more than six feet above adjacent grade.

As the property owner, you must either hire a licensed professional to inspect and submit the Inspection Certification for your property or complete the Exemption Declaration if the requirements of Section 601.4 of the Berkeley Housing Code do not apply to your property. This requirement applies to R-1 and R-2 occupancies as defined by the 2013 California Building Code and identified below. The inspection certification was due **January 14, 2016** and every five years thereafter. Go to [www.cityofberkeley.info/E3/](http://www.cityofberkeley.info/E3/) to submit the forms online, for answers to Frequently Answered Questions (FAQs) and periodic updates.

**What is the Inspection Requirement?** Section 601.4 of the Berkeley Housing Code requires property owners to have all projecting exterior elevated wood and metal decks, balconies, landings, stairway systems, guardrails, handrails, or any parts thereof inspected by a licensed general contractor, or structural pest control operator, or licensed professional architect or engineer, verifying that the elements are in a general safe condition, adequate working order, and do not exhibit signs of deterioration, decay, corrosion or similar damage that could pose a safety concern and there is no evidence of active water intrusion in concealed spaces of the inspected elements.

**Does the Inspection Requirement apply to my building?** Yes, if your building is a residential building containing three or more dwelling or sleeping units with exterior elevated elements listed below:

- Apartment houses, condominiums, tenants in common and live/work units
- Dormitories, fraternities, sororities, convents and monasteries
- Hotels, motels and vacation timeshare properties, boarding houses and congregate residences (transient with more than 10 occupants and nontransient with more than 16 occupants)
- Residential Assisted Living Facilities and Social Rehabilitation Residential Facilities

**Why do I have to submit the Exemption Declaration if the Inspection Requirement does not apply to my building?** The City of Berkeley does not have an inventory of buildings with exterior elevated elements. The Exemption Declaration is needed to inform the City the requirement does not apply to your building and for you to avoid potential penalties.

**Residential Condominiums:** In most cases, the homeowner's association (HOA) is responsible for exterior maintenance. Occasionally, balconies are not part of the common interest and the individual owner is responsible. The responsible party must hire a professional to complete the inspection certification.

**Enforcement for Failure to Comply:** Code enforcement proceedings under BMC Chapter 19.40 will be initiated against property owners who do not file an Inspection Certification or complete corrective work within the established timeframe. If corrective work is required, owners must apply for a permit within 60 days of the date of the certification, respond to plan check comments within 10 days of the date of the correction letter, obtain a building permit within 10 days of notification of plan approval and complete all work within 90 days of permit issuance.