

February 21, 2017

CERTIFIED

**Rosa Felix
301 N Chantilly St.
Anaheim, CA, 92806**

Dear Ms. Felix,

Subject: **Property Inspection at 12602 Cardinal Ave.**

The Community and Economic Development Department, Building Services Division, conducts routine inspections and investigates complaints of buildings and structures within the City of Garden Grove so as to assure they are maintained in accordance with the minimum standards of safety established by State and local codes which are designed to protect the public's health and welfare.

An inspection of your property was conducted on **February 16, 2017**. During this inspection, the following items were discovered which must be repaired, replaced, removed or demolished so as to reduce any potential hazard to building occupants or the general public.

1. *Attached two car garage has been converted to a habitable space. Submit plans, obtain approvals, permits and inspections or obtain a demolition permit and remove and restore back to its original permitted condition and use. The garage door shall be operable and allow for the passage of two vehicles. Call for an inspection.
2. *An addition was added to back of the house without Planning Division approvals, permits or inspections. Submit plans, obtain approvals, permits and inspections or obtain a demolition permit and remove and restore back to its original permitted condition and use.
3. *Service panel and outlets have been altered and added without permits or inspections. Obtain permits and inspections and repair or replace all electrical wiring, outlets, and service panel.

4. *Kitchen plumbing have been altered, added, or removed without permits and inspections. Obtain permits and inspections and repair or replace all altered plumbing.
5. *Plumbing in both bathrooms have been altered, added, or removed without permits and inspections. Obtain permits and inspections and repair or replace all altered plumbing.
6. *Ceiling has water damage from roof leaks. Obtain permits and inspections and repair or replace all damaged drywall on ceiling and roof leaks.
7. *Windows installed without permits or inspections. Obtain approval, permits, and inspections for new windows.
8. *Block wall was built in front of house without permits or inspection. Obtain demolition permit and remove block wall in front of house.
9. *Heating unit has been removed. Obtain approval, permits, and inspections and replace heating unit. (CA building code section R303.9 where the winter design temperature is below 60 Degrees Fahrenheit, every dwelling unit shall be provided with heating facilities capable of maintaining a room temperature of not less than 68 Degrees Fahrenheit at a point 3 feet above the floor and 2 feet from exterior walls in habitable rooms at the design temperature. The installation of one or more portable space heaters shall not be used to achieve compliance with this section).
10. *Smoke and carbon monoxide alarms missing or not working. Install smoke and carbon monoxide alarms per their listing. Install SFM approved 10-year smoke detectors in each bedroom and adjacent area. Include an approved carbon monoxide detector.

We are sending this letter to urge you to take immediate action to correct the items above. By first obtaining the appropriate permits for those items identified with an asterisk (*) above, and our subsequent inspection and documentation of your repair work, we can provide you assurance that your structure will remain safe to occupy. With your

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assistance and cooperation, it is our hope that we can resolve this situation without having to commence a formal abatement process.

Please note that should a formal abatement process become necessary, State law prescribes certain procedures that may add significantly to your overall costs as a landowner. In addition to the possibility of prosecution in civil or criminal courts, we will be required to provide a copy of our "Notice and Order"¹ to all affected tenants and lien holders. We may also file the California State Franchise Tax Board's Notice of Non-Compliance that will temporarily stay your tax benefits as a landowner and we will also record a "Notice of Substandard Building" in the Office of the County Recorder. Finally, we will proceed to recover all costs incurred by the City for the abatement action.

It is our intent to avoid the foregoing process and to minimize any unnecessary costs to you. Please take immediate action to complete the repair work required within the prescribed time frame. I am available to answer any questions you may have or to meet with you as necessary to establish the best solution to the items listed above. Should we not receive a response to this request within **30** days of the date of this letter, we will proceed to conduct a re-inspection of your property on March 24, 2017.

In conclusion, please contact our office before you begin any repair activity. Our Permit Center staff can assist in answering your questions about the permit process and our building abatement program. They can be reached at (714) 741-5307 and I can be reached at (714) 741-5338. Thank you again for your immediate attention to this matter.

Sincerely,

Community and Economic Development Department
Reggie Meigs, Interim Building Official

By: _____

 Jayme Antio, Building Inspector

¹ The "Notice and Order" starts the formal abatement process and will be sent only if it is determined that repair work has not been completed in a satisfactory, or timely manner.