

CITY OF



ONTARIO

CODE ENFORCEMENT DEPARTMENT

PAUL S. LEON
MAYOR

November 17, 2008

GREGORY C. DEVEREAUX
CITY MANAGER

JASON ANDERSON
MAYOR PRO TEM

MARY E. WIRTES, MMC
CITY CLERK

ALAN D. WAPNER
SHEILA MAUTZ
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

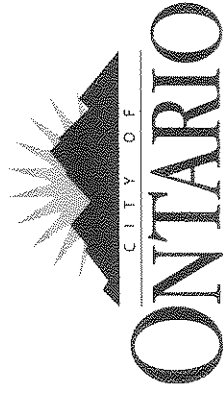
Mayor Pro Tem
Jason Anderson

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



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

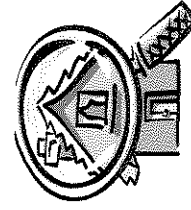
FEES

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.

