

# CODE COMPLIANCE MEETING CHECKLIST

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**CITY OF SAN LEANDRO**  
Community Development Department

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### General Information

This compliance checklist is for Building Code enforcement cases that require follow-up.

If a Building Inspector has asked you to contact the Division of Building and Safety for information about how to legalize your unpermitted work, please read through this handout carefully and follow the materials checklist and set up an appointment.

Para Asistencia en Español:

Ericka DeGuzman  
Quintero 510-577-3423

如需中文協助 (普通話):

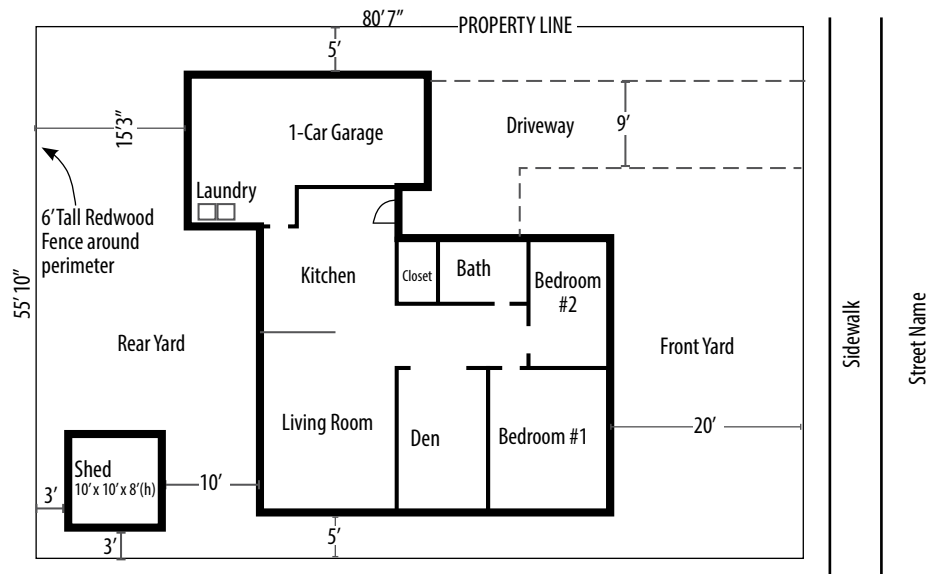
Grace Wu 510-577-3479

## HOW TO SCHEDULE AN APPOINTMENT

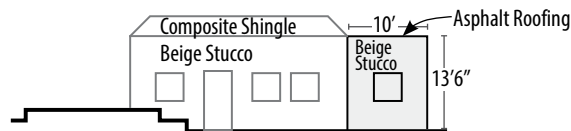
### FIRST - GATHER THE FOLLOWING MATERIALS

1. **Alameda County Residential Building Record and Worksheet.** Including building permit history.
- The property owner can obtain the record at Alameda County Tax Assessor's Office (510) 272-3787 at: **1221 Oak Street, Room 145, Oakland, CA 94612**

2. **Site Plan.** (See example below)
- Show ALL structures on the property (anything with a roof), including the unpermitted structure(s), all sheds, trellis, and patio covers.
  - Show the floor plan, with the purpose of the room(s) clearly labeled.
  - Make sure your site plan is drawn to scale, with dimensions and distances to property lines shown



3. **Elevations.** Show the side, front, and/or rear views of the unpermitted structures, with dimensions for length, width, and height to top of roof. Make sure your site plan is drawn to scale and label all color and materials used.



4. **Current Photos.** Clearly demonstrate the extent of the unpermitted structure or work. Take and bring photos of the unpermitted structure(s) or unpermitted work, taken from both inside and outside the structure.

### NEXT - SET UP AN APPOINTMENT WITH THE BUILDING INSPECTOR

5. **Contact the Building Inspector.** Please call the phone number on the notice you received and leave a message with your call back number and explain that you would like an appointment for your code compliance issue. A building inspector will contact you to set up an appointment and will ask you to email photos of the above materials requested.
- Let the inspector know if you need a specific language translated at the appointment.