



Special Inspections, Sub-Standard Properties

CITY OF HIGHLAND BUILDING DIVISION
27215 BASELINE, HIGHLAND, CA 92346
(909) 864-8732



Policy No. 240

PURPOSE: To establish a policy regarding a special inspection for the reoccupancy of substandard properties or structures.

POLICY: Occupancy or utility services will not be reinstated until the property is inspected by the City's Building and Safety Division. All necessary permits to rehabilitate the building must be obtained and finalized prior to occupancy being granted, the utilities released, or the revocation of a Sub-Standard Lien.

A minimum two hour special inspection will be required prior to the release of the occupancy on any Code Enforcement case. The inspection permit includes the inspection and the research of the property's history with City and County Departments. Costs for the preparation of substandard lien releases and any Code Enforcement administrative actions must also be paid.

When County records are needed to help ascertain legality of structures, additions, or work performed prior to the incorporation of the City, the property owner is to be requested to obtain and provide those records for City review.

A letter stating the code violations or conditions noted during the special inspection and the City's requirements will be sent to the permit applicant.

A request for a special inspection for properties which are part of a real estate transaction will not be granted unless there is an open code enforcement case.

ANALYSIS: This policy is consistent with past practices in the City of Highland. Providing inspections on buildings which do not have a code enforcement case or construction permit would be a conflict of interest. State licensed contractors or home inspectors are established for this service.

Another conflict of interest would be to allow occupancy prior to rehabilitation of the structure. The Property Maintenance Code identifies vacant properties as being substandard and also identifies that substandard properties are not to be inhabited.

Currently the County of San Bernardino only provides assessor records to the property owner or their authorized agent. These County records are a method used to identify previously approved alterations, additions, and structures prior to City incorporation.

Effective Date: January 1, 2011

Revision Date: April 2019

Reference Code & Section: