



809 Center Street, Room 101, Santa Cruz, CA 95060 | 831-420-5120 | permits@santacruzca.gov

Effective January 1, 2025, in compliance with AB 2533, the following City of Santa Cruz *Substandard Housing Checklist* is provided for homeowners seeking to legalize an existing Accessory Dwelling Unit (ADU) or Junior Accessory Dwelling Unit (JADU) that was constructed without permits prior to January 1, 2020.

Prior to use of this checklist, review your structure's eligibility by visiting the [CA Legislature AB-253 website](#)

A. Project Information	
APN:	Date:
Address:	
Owner:	Email:
Owner Address:	Phone:

B. Substandard Housing Checklist (HSC 17920.3)	
The City Building Department must ensure that all inspections comply with California State Housing Law and HSC Section 17920.3 which identifies and defines substandard housing conditions. Below is the basic checklist of conditions to be inspected; however, additional safety items may be included when identified in the field by a chosen third-party licensed electrical, plumbing, and/or mechanical contractor.	
<ul style="list-style-type: none"> • Before submitting a permit application and plan, a homeowner may obtain a confidential third-party code inspection from a licensed contractor. • For conditions that are unable to be verified because they are concealed behind finish materials, further exploration may be required, including, but not limited to removal of finish materials. 	

C. Smoke Alarms			
	<i>Compliant</i>	<i>Violation</i>	<i>Description</i>
1.			Operational and installed in every sleeping room.
2.			Installed outside each separate sleeping area in the immediate vicinity (hallways).
3.			Installed on every level of the dwelling unit, including basements.
4.			Installed not less than 3 feet horizontally from the door or opening of a bathroom that contains a bathtub or shower.
5.			Installed in the hallway and in the room open to the hallway in dwelling units where the ceiling height of a room open to a hallway serving bedrooms exceeds that of the hallway by 24 inches or more.

D. Carbon Monoxide Alarms			
	<i>Compliant</i>	<i>Violation</i>	<i>Description</i>
6.			Operational and installed outside each separate sleeping area in the immediate vicinity of bedrooms (hallways), on every occupiable level including basements, and in bedrooms with fireplaces.
7.			If there is an attached garage with an opening into the dwelling unit, or a fuel-fired appliance or fireplace in the home, alarms should be installed at each level of the dwelling.

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E. Emergency Escape and Rescue Openings – For Sleeping Rooms

	<i>Compliant</i>	<i>Violation</i>	<i>Description</i>
8.			Emergency escape / rescue openings are provided in every sleeping room.
9.			The window must have a minimum clear opening width of 20 inches and a clear opening height of 24 inches.

F. Sanitation

	<i>Compliant</i>	<i>Violation</i>	<i>Unconfirmed</i>	<i>Description</i>
10.				Proper water closet, lavatory, and bathtub or shower in a dwelling unit.
11.				Proper kitchen sink.
12.				Hot and cold running water to plumbing fixtures.
13.				Adequate heating.
14.				Proper operation of required ventilating equipment.
15.				A minimum of 8% of natural light and 4% of ventilation is provided based on existing floor area of habitable room(s).
16.				Habitable room floor areas are not less than 70 square feet, and not less than 7 feet in any horizontal dimension, except kitchens.
17.				Required electrical lighting is provided.
18.				Habitable rooms have no signs of dampness.
19.				Infestation of insects, vermin, or rodents is not present.
20.				Visible mold growth is not present, excluding the presence of mold that is minor and found on surfaces that can accumulate moisture as part of their properly functioning and intended use.
21.				General dilapidation or improper maintenance of the unit is not present.
22.				Connection to required sewage disposal system is present.
23.				Proper garbage and rubbish storage and removal facilities are present.

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G. Structural Hazards – *Include, but are not limited to, the following items*

	<i>Compliant</i>	<i>Violation</i>	<i>Unconfirmed</i>	<i>Description</i>
24.				Adequate foundations are provided. May require exposing an area of foundation to verify.
25.				Adequate flooring or floor supports are provided.
26.				Flooring or floor supports are of sufficient size to carry imposed loads with safety.
27.				There are no present members of walls, partitions, or other vertical supports that split, lean, list, or buckle due to defective material or deterioration.
28.				There are no apparent members of walls, partitions, or other vertical supports that are of insufficient size to carry imposed loads with safety.
29.				There are present members of ceilings, roofs, ceiling and roof supports, or other horizontal members which sag, split, or buckle due to defective material or deterioration.
30.				There are no apparent members of ceilings, roofs, ceiling and roof supports, or other horizontal members that are of insufficient size to carry imposed loads with safety.
31.				There are no present fireplaces or chimneys which list, bulge, or settle due to defective material or deterioration.
32.				There are no apparent fireplaces or chimneys which are of insufficient size or strength to carry imposed loads with safety.

H. Any Nuisance and the Following

	<i>Compliant</i>	<i>Violation</i>	<i>Unconfirmed</i>	<i>Description</i>
33.				All wiring, except that which conformed with all applicable laws in effect at the time of installation if it is currently in good and safe condition and working properly.

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H. Any Nuisance and the Following - *Continued*

	<i>Compliant</i>	<i>Violation</i>	<i>Unconfirmed</i>	<i>Description</i>
34.				All plumbing, except plumbing that conformed with all applicable laws in effect at the time of installation and has been maintained in good condition, or that may not have conformed with all applicable laws in effect at the time of installation but is currently in good and safe condition and working properly, and that is free of cross connections and siphonage between fixtures.
35.				All mechanical equipment, including vents, except equipment that conformed with all applicable laws in effect at the time of installation and that has been maintained in good and safe condition, or that may not have conformed with all applicable laws in effect at the time of installation but is currently in good and safe condition and working properly.
36.				There is no faulty weather protection present which may include: (1) deteriorated, crumbling or loose plaster (2) deteriorated or ineffective waterproofing of exterior walls, roofs, foundations or floors, including broken windows or doors (3) defective or lack of weather protection for exterior wall coverings, including lack of paint, or weathering due to lack of paint or other approved protective covering (4) broken, rotted, split, or buckled exterior wall coverings or roof coverings.
37.				Any building or portion thereof, device, apparatus, equipment, combustible waste, or vegetation that, in the opinion of the city building inspector or third-party inspector, is in such a condition as to cause a fire or explosion or provide a ready fuel to augment the spread and intensity of fire or explosion arising from any cause.
38.				All materials of construction, except those that are specifically allowed or approved by this code, and that have been adequately maintained in good and safe condition.



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H. Any Nuisance and the Following - *Continued*

	<i>Compliant</i>	<i>Violation</i>	<i>Unconfirmed</i>	<i>Description</i>
39.				There is no accumulation of weeds, vegetation, junk, dead organic matter, debris, garbage, offal, rodent harborage, stagnant water, combustible materials, and similar materials or conditions constitute fire, health, or safety hazards.
40.				Any building or portion thereof that is determined to be an unsafe building due to inadequate maintenance, in accordance with the latest edition of the California Building Code.
41.				All buildings or portions thereof not provided with adequate exit facilities as required by this code, except those buildings or portions thereof whose exit facilities conformed with all applicable laws at the time of their construction and that have been adequately maintained and increased in relation to any increase in occupant load, alteration or addition, or any change in occupancy. <i>When an unsafe condition exists through lack of, or improper location of, exits, additional exits may be required to be installed.</i>
42.				All buildings or portions thereof that are not provided with the fire- resistive construction or fire-extinguishing systems or equipment required by this code, except those buildings or portions thereof that conformed with all applicable laws at the time of their construction and whose fire-resistive integrity and fire-extinguishing systems or equipment have been adequately maintained and improved in relation to any increase in occupant load, alteration or addition, or any change in occupancy.
43.				Possible inadequate structural resistance to horizontal forces.



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I. Additional Safety Violations – Items identified in the field.

44.	
45.	
46.	

J. Application and Plan Submittal Guidelines

You can find comprehensive plan submittal guidelines on the Building & Safety Division's web page.

- [Building Safety Division | City of Santa Cruz](#)
- Refer to the [Electronic Submittal Requirements](#) for detailed instructions.

Please note: During the review process, a new address will be assigned. **Proper addressing is required for permit issuance.** The street address fee will be included with your building permit fees.

K. Acknowledgment – Your signature below indicates acknowledgment of the following.

- Accurate completion of this checklist is required to determine if any immediate substandard housing conditions exist in the structure.
- Completion of the checklist does not confer legality on the structure.
- Any substandard or non-compliant items identified by the substandard checklist shall be addressed in the submitted plans for correction and will be verified during building inspections.

OWNER

Name: _____ Signature: _____ Date: _____
Phone: _____ Email: _____

LICENSED ELECTRICAL CONTRACTOR

Name: _____ Signature: _____ Date: _____
Phone: _____ Email: _____

LICENSED PLUMBING CONTRACTOR

Name: _____ Signature: _____ Date: _____
Phone: _____ Email: _____

LICENSED MECHANICAL CONTRACTOR License #:

Name: _____ Signature: _____ Date: _____
Phone: _____ Email: _____