



City of Pasadena  
Planning & Community Development Department  
Building & Safety Division

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## CERTIFICATE OF INSPECTION - PMC 14.16

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### 14.16.010 - Short title.

This chapter shall be known as the "inspection ordinance."  
(Ord. 5121 § 1, 1973) (Ord. No. 7201, § 5(B), 12-6-2010)

### 14.16.020 - Definitions.

- A. "Administrator" means the housing and neighborhood services administrator of the planning, housing and development services department of the city.
- B. "Occupant" means any person who occupies a unit, whether as an owner, or tenant or permittee of the owner.
- C. "Owner" means the person in whom the title to property is vested or that person's agent.
- D. "Person" means an individual, partnership, corporation or association, or the rental agent of any of the foregoing.
- E. "Quadrennial certificate of inspection" means a permit valid for four years issued to owners of multifamily residential projects of three or more units, including boarding or rooming houses.
- F. "Certificate of inspection" means a certificate is valid until a change of occupancy and/or ownership occurs, and required for single-family units or projects of two units when such units are sold, rented, leased or exchanged.
- G. "Temporary certificate of inspection" means a certificate is valid for up to 6 months issued to an owner, in the discretion of the administrator or his designee, when the units in question are in substantial compliance with this code and the owner is making good faith efforts to correct deficiencies.
- H. For purposes of this chapter a "Boarding or rooming house" means a house where 3 or more rooms up to 5, are provided for rent.

(Ord. 6325 §§ 1, 2, 1989; Ord. 6189 § 1, 1986; Ord. 5121 § 2, 1973) (Ord. No. 7201, § 5(C), 12-6-2010)

### 14.16.030 - Required.

No person shall occupy, change the use of or sell, exchange, rent, lease or otherwise permit any unit which is hereafter vacated by the occupant hereof to be reoccupied until a certificate of inspection, quadrennial certificate of inspection or temporary certificate of inspection is issued by the administrator, as hereinafter provided.

- A. With respect to single-family units and duplexes, such inspection shall occur each time the unit is sold, rented, leased or exchanged.
- B. With respect to multifamily residential units and rooming or boarding houses, each unit shall be inspected no less than once every 4 years.

(Ord. 6325 §§ 3 (part), 4, 1989; Ord. 6189 § 2, 1986; Ord. 5231 § 1, 1975; Ord. 5121 § 3, 1973)  
(Ord. No. 7201, § 5(D), 12-6-2010)

### 14.16.040 - Application—Filing.

A. The owner shall file with the administrator, prior to the sale or occupancy of the premises, a written application for a certificate of inspection on a form to be prescribed by the administrator, accompanied by the fee therefore. The application process must be completed within 6 months of initiation or an additional application fee shall be required.

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B. The application fee covers one inspection of the site. Additional fees shall be charged for second or subsequent inspection visits. (Ord. 6451 § 1, 1991; Ord. 6325 § 5, 1989; Ord. 5121 § 4, 1973) (Ord. No. 7201, § 5(E), 12-6-2010)

**14.16.050 - Inspection and issuance.**

After the application for a certificate of inspection is filed with the city and an inspection date scheduled, the administrator shall cause an inspection of the unit(s) to be made for compliance with the city's housing code, zoning plan and code, and other ordinances of the city related to the health and safety of residents. If the unit(s) is in compliance with said codes and ordinances, the administrator shall issue a certificate of inspection. (Ord. 6325 § 6, 1989; Ord. 5121 § 5, 1973) (Ord. No. 7201, § 5(F), 12-6-2010)

**14.16.060 - Contents.**

The certificate of inspection shall state:

- A. The date of issue;
- B. The legal use and occupancy of the unit;
- C. The address of the building and/or unit;
- D. The name of the person to whom it is issued; and
- E. The certification that the unit complies with the provisions of applicable codes and ordinances.

(Ord. 6189 § 3, 1986; Ord. 5121 § 6, 1973) (Ord. No. 7201, § 5(G), 12-6-2010)

**14.16.065 - Certificate void.**

- A. The certificate of inspection shall be void upon a change of use of the unit to a nonresidential use.
  - B. In the case of single-family units or duplexes, the certificate of inspection shall be void after the occupant vacates the premises.
  - C. In the case of multifamily residential projects consisting of 3 units or more, the certificate of inspection shall be void 4 years after the date appearing on the certificate of inspection.
- (Ord. 6325 § 7, 1989; Ord. 6189 § 4, 1986) (Ord. No. 7201, § 5(H), 12-6-2010)

**14.16.070 - Time limit for compliance.**

Where an inspection discloses such unit is not in compliance with said codes and ordinances, the administrator shall give written notice of each deficiency to the owner. No certificate of inspection shall be issued to the owner until all deficiencies are corrected. A temporary certificate of Inspection may be issued to the owner for a time period specified on the certificate if the units in question are determined by the administrator to be in substantial compliance with the city's code and the owner makes a showing of good faith efforts to correct all deficiencies. If the owner fails to correct all the deficiencies within the time specified on the temporary certificate of inspection, or within 6 months of the initial application, the case shall be referred to the code enforcement appeals commission or to the city prosecutor's office for appropriate action, depending on the seriousness of the violation.

(Ord. 6325 § 8, 1989; Ord. 5121 § 7, 1973)(Ord. No. 7201, § 5(I), 12-6-2010)

**14.16.100 - Owner responsibility for inspection.**

The owner shall be responsible for making the unit available for inspection by city.

(Ord. 5121 § 10, 1973)

**14.16.110 - Appeals by aggrieved persons.**

Any person aggrieved by the determination of the administrator under this chapter may appeal to the code enforcement commission in the manner provided in Section 14.12.120.

(Ord. 6325 § 10, 1989; Ord. 5121 § 11, 1973)

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**14.16.120 - Vacant unit requires certificate prior to occupancy.**

No person shall permit a vacant unit to be occupied prior to the issuance of a certificate of inspection, quadrennial certificate of inspection or temporary certificate of inspection.  
(Ord. 6325 § 3 (part), 1989; Ord. 5231 § 4, 1975; Ord. 5121 § 12, 1973) (Ord. No. 7201, § 5(J), 12-6-2010)

**14.16.130 - Adoption of rules and regulations.**

The administrator shall promulgate written rules and regulations pertaining to the enforcement and implementation of this chapter. Such rules and regulations shall not become effective until they have been approved and ordered filed by the City Council. Any such rules and amendments thereto shall not take effect until they are so approved and filed after a public hearing therefor. Nothing herein shall prevent the administrator in emergency situations from taking such temporary action as is, in his judgment, within the spirit and intent of this chapter and adopted rules and regulations.  
(Ord. 5121 § 13, 1973) (Ord. No. 7201, § 5(K), 12-6-2010)

**14.16.140 - Housing code inspections.**

Nothing herein contained shall prevent an owner or tenant from voluntarily requesting a housing code inspection and certificate at any time for the purpose of determining whether the premises complies with law.  
(Ord. 5121 § 14, 1973)

**14.16.150 - Violation—Penalty.**

A. Any person who violates any provision of this chapter is deemed guilty of a misdemeanor, and upon conviction thereof shall be punished by a fine not exceeding \$1000.00 or by imprisonment in jail for a period not exceeding 6 months, or by both such fine and imprisonment.

B. In addition to the penalty provisions in subsection A of this section, violation of Section 14.16.030 may be subject to the administrative proceedings set forth in Chapter 1.25 or 1.26 of this code.  
(Ord. 6761 § 6, 1998; Ord. 6325 § 11, 1989; Ord. 5231 § 5, 1975; Ord. 5121 § 15, 1973)