



City of West Hollywood PRE-INSPECTION VACANT PROPERTY CHECKLIST

Use of Vacant Property Checklist:

Property owners may use the Vacant Property Checklist to ensure that their properties meet the requirements of the Vacant Property Ordinance (WHMC Chapter 9.64).

Code Enforcement Officers will use the checklist to verify that properties have been maintained according to the Vacant Property requirements. The classification assigned to each vacant property will be based on the overall condition and level of security and maintenance of the property as well as how easily the property may be converted back to its original intended use.

Please note that italicized items on the checklist represent items that must be fully compliant in order for a "Stable" classification to be granted.

A property owner may request a waiver or modification of any vacant property requirement. To do so, please complete and submit the Vacant Property Waiver Request that is included in this packet. Please note that these requests may only be approved if it is determined that granting such a request will not harm the health, safety, or general welfare of the community. The Director's decision is final and not subject to appeal.



The following are the four (4) main areas that Code Enforcement Officers will be evaluating a property:

Structure Exterior:

Roof, chimney, foundation, stairs, and decks are reasonably free of decay (e.g., severe cracks, soft spots, loose pieces, deterioration, or other indications that repair is needed); maintained in a safe, sound, and sanitary condition; and capable of withstanding normal loads and forces. The building and its components, including windows, should be reasonably weatherproof and free of dampness.

Structure Interior:

Walls, floors, stairs, and other structural components are reasonably free of decay, maintained in a safe and sound condition, and capable of withstanding normal loads and forces. Natural lighting and ventilation is adequate and maintained in good working order for each habitable room in the unit.

Property Exterior:

Groundcover, landscaping, and vegetation is healthy and well maintained. Vegetation is not interfering with overhead utility lines or pedestrian use of the public right-of way. Groundcover is not overgrown, hedges are trimmed in a manner allowing visibility to the interior of the property, and any dead or dying vegetation has been removed. The property is free of trash, debris, or discarded equipment and vehicles.

Security and Safety:

A current Letter of Agency is on file with the West Hollywood Sheriff's Station. All structures have been secured and, if applicable, properly boarded using polycarbonate. Adequate security lighting and video surveillance has been installed.

A fence may also be required per the approval of the Director and maintained in good working condition.



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VACANT PROPERTY CHECKLIST

Requirement	Compliant	Not Compliant	Notes
Letter of Agency on file with West Hollywood Sheriff Department.			Expires: _____
Vacant Property Registration Form.			
Landscape, Vegetation, and Hardscape			
Groundcover in place.			
Cleaned, watered, weeded.			
Dead or dying material removed.			
Groundcover no taller than 6 inches.			
Bushes and shrubs allow clear view to interior of property.			
Vegetation impeding public right-of-way or utility lines.			
Parkway clean and maintained.			
Paved areas in good condition.			
Vegetation adequately irrigated.			
Pool drained and filled or covered.			
Sanitation			
Free of trash and debris.			
Free of discarded furniture, equipment or appliances.			
Free of parked, abandoned, or inoperable vehicles.			
No evidence of vermin or insect infestation.			
Perimeter Security			
If applicable, wrought iron fence (or other approved method).			
Fence in good condition.			
If applicable, "No Trespassing" signs installed.			
Includes property owner/ manager contact info:			
If applicable, City-issued lock on gates.			
No evidence of intrusion to the interior of the property.			

Structure Exterior			
No apparent foundation issues.			
Exterior walls appear weathertight and structurally sound.			
Absence of graffiti.			
Paint/stucco/exterior in good condition.			
Roof, awnings, or vertical supports appear structurally sound.			
Chimney appear structurally sound based on visual inspection.			
Absence of broken, cracked, or missing windows.			
Exterior doors installed and appear to be in good condition.			
Structure Interior			
No apparent issues with flooring/supports.			
Interior walls in good repair and no evidence of water intrusion.			
Ceilings in good repair and no evidence of water intrusion.			
Fireplace appears structurally sound and in good working order based on a visual inspection.			
No evidence of infestation or dry rot.			
No signs of water intrusion.			
No apparent electrical, plumbing or mechanical issues.			
Structure Security			
Windows properly secured.			
Doors properly secured.			
Security lighting installed.			
Video security cameras installed.			
Building locks and entry control installed.			
No evidence of intrusion to the interior of any structure.			