

HOMEOWNER RESOURCE

Got a San Jose code violation? Your first-48-hours checklist.

A code enforcement notice is stressful, but most violations are fixable, and acting early is what keeps a small problem from turning into fines and a lien on your title. Work down this list in order. Print it, check the boxes, and keep it with your notice.

- ☐ **Step 1 Read the notice and find two things.**
The specific violation, and the correction deadline. Everything that follows is driven by that date. Do not set the notice aside.
- ☐ **Step 2 Do not ignore it.**
The deadline is the trigger. Miss it and the city can escalate to administrative fines, daily fines, cost recovery, and a Notice of Violation recorded against your property title.
- ☐ **Step 3 Call the right office and ask what compliance looks like.**
San Jose Code Enforcement: (408) 535-7770 or CodeEnforcementInformation@sanjoseca.gov. Ask exactly what corrections and permits will close the case.
- ☐ **Step 4 Figure out what the fix actually takes.**
Unpermitted work usually means retroactive permits, as-built drawings, corrections to current code, and inspections. A licensed contractor can scope this fast.
- ☐ **Step 5 Know your three options.**
Correct the work and permit it, legalize it (an illegal unit can sometimes become a permitted ADU), or contest the citation by requesting a hearing, generally within 30 days.
- ☐ **Step 6 Act early to avoid the \$1,000 citation.**
For unpermitted work, San Jose can issue a \$1,000 citation, but property owners who voluntarily seek compliance may avoid it. Early and cooperative is the cheapest path.

Where we come in

Silicon Valley Building Service and Repair handles the construction and permit side: we assess the flagged work, pull retroactive permits, coordinate as-builts and engineering, correct the work to code, and schedule the inspections so your case can be closed and any recorded notice released. Call or text us for a free, no-pressure assessment.