



**Date:** June 17, 2015  
**To:** Patrick H. West, City Manager *T.M.W.*  
**From:** *A. Bodek*  
Amy U. Bodek, Director of Development Services  
**For:** Honorable Mayor and Members of the City Council  
**Subject:** **Unpermitted Construction Saturday Hotline**

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In an effort to ensure the health and well-being of residents, and preserve the value and livability of Long Beach neighborhoods, commercial corridors, and industrial areas, a new Saturday hotline has been launched to address concerns regarding potential unpermitted construction.

The unpermitted construction hotline is open to the public each Saturday from 7:00 a.m. to 5:00 p.m. Anonymous complaints relating to potential unpermitted construction can be reported by calling 562.570.0000. All reports will be investigated, and will be subject to a site visit by a Code Enforcement Inspector.

The Saturday hotline will be used to enhance the City's regular Code Enforcement services, which are available Monday through Friday from 7:30 a.m. to 4:30 p.m. Anonymous referrals about possible unpermitted, unsafe, unhealthy, or unsightly conditions in homes and neighborhoods can also be reported after business hours at 562.570.CODE (2633) or [www.lbcode.org](http://www.lbcode.org).

In cases of verified unpermitted construction, the City will issue a Stop Work Order to the responsible party, thereby halting all further building activity. The Stop Work Order will remain in effect until the City has determined that the property is in compliance, and all applicable permits have been issued. Failure to comply with the notice in a timely manner will result in administrative citation fines, and possible case referral to the City Prosecutor's Office.

Most major construction projects, including alterations and repairs require a permit of some type to ensure the safety and health of property occupants and neighbors. Projects that typically do not require a permit include fence additions, interior painting, and repairs of existing plumbing leaks and faucets.

The Code Enforcement Division supports the safety and quality of life of Long Beach neighborhoods, commercial corridors, and industrial areas. Code Enforcement responds to complaints of violations of the Long Beach Municipal Code, including substandard buildings, property maintenance, inoperative vehicles, weed abatement, and land use violations.

Honorable Mayor and Members of the City Council  
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For further information regarding the Saturday hotline for unpermitted construction, please contact Angela Reynolds, Deputy Director, at ext. 8-6369.

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CC: Charles Parkin, City Attorney  
Douglas P. Haubert, City Prosecutor  
Laura Doud, City Auditor  
Tom Modica, Assistant City Manager  
Arturo Sanchez, Deputy City Manager  
Angela Reynolds, Deputy Director of Development