



OFFICE OF THE CITY ATTORNEY CODE ENFORCEMENT DIVISION

Appeal Information Packet

APPEAL REQUESTED BY: MarieChele Porter
CASE NUMBER: E25-16660
LOCATION: 1347 E Shields Ave
APN: 435-333-32

PREPARED BY: Oscar Maya, OM
PHONE: 559-621-8435

HEARING DETAILS: August 18, 2026, 1:00 PM
Fresno City Hall
2600 Fresno St., Council Chambers
(located on the second floor)

cc: MarieChele Porter, Appellant(s)
Building Standards Appeals Board
Dion Garcia, Supervisor
Christina Piña, Deputy City Attorney

Private and sensitive data information including, but not limited to, reporting party's contact information, driver's license numbers, social security numbers, and phone numbers have been redacted.

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City of Fresno
Code Enforcement
Request for Service

Date: 12/2/2025 By: Sonny Cha Time: 02:14 PM Case Number: E25-16660

Location: 1347 E SHIELDS AVE 93704 APN: 435-333-32

Contact Person: (OW) PORTER MARIECHELE FresGo ID: 25-00175298

Mailing Address: 1347 E SHIELDS PD: CENTRAL
FRESNO, CA 93704

Phone:

Zone: O Council District: 7 Orig: Fresno Priority: 2

Case Type: General Enforcement Inspector ID: Dion Garcia

Case Text: This single-family home has been turned into a duplex.

Violation Type: (select all that apply): PUBLIC NUISANCE / ZONING / SIGNS / EARLY OCU / HOUSING

Letter Requested: (select one): COURTESY NOTICE or NOV or N & O

Inspector Initials: _____

A. Rubbish or junk (select): 1) refuse, 2) garbage, 3) litter, 4) scrap metal, 5) scrap wood, 6) concrete, 7) asphalt, 8) tires, 9) piles of earth, 10) appliances, 11) furniture, 12) bush/tree cuttings, 13) other _____ located:
a) gutter, b) park strip, c) driveway, d) front yard, e) side yard, f) back yard, g) alley, h) throughout property, i) vacant lot

B. An accumulation of garbage and debris, city garbage bin creating obnoxious smells and unsanitary conditions

BA. Combustible material likely to become easily ignited (describe): _____ located:

BB. Debris resulting from any fire which constitutes a fire hazard located:
a) gutter, b) park strip, c) driveway, d) front yard, e) side yard, f) back yard, g) alley, h) throughout property, i) vacant lot

C. Inoperable vehicle(s) and/or Vehicle parts (describe): _____

C1. Vehicle Abatement Letter (See attached DMV info.) describe: _____

D. Tall dry weeds/grass or likely to become dry; D1. Noxious weeds; D2. Puncture vines/tumbleweeds located:
a) gutter, b) park strip, c) driveway, d) front yard, e) side yard, f) back yard, g) alley, h) throughout property, i) vacant lot

E. (a) dead; (b) decayed; (c) hazardous tree(s) located:
a) gutter, b) park strip, c) driveway, d) front yard, e) side yard, f) back yard, g) alley, h) throughout property, i) vacant lot

F. Attractive Nuisance (describe): _____

F1. Vehicle/jack stands; F2. Pool water (a) stagnant (b) green; F2A. Pool in unapproved location (describe); F3. Pool fence (a) damaged; (b) missing (describe); F4. Open/Vacant Structure

G. Alley/Sidewalk/Easement/Right of way obstruction: (describe) _____

G1. Tree/bushes overgrown; G2. Tree limbs/low hanging; G3. Parked vehicle(s); G4. Basketball hoop

H. Parking on unimproved surface (dirt/lawn area)

I. Landscaping overgrown causing: (a) fire hazard, (b) traffic obstruction, (c) blight to the neighborhood.
IA. Required lawn/landscaping missing; IB. Irrigation system damaged and/or missing; IC. Dead lawn/landscaping (lack of water)

O1. Excessive dog feces creating obnoxious smell/unsanitary conditions

O2. Excessive pigeon feces creating obnoxious smell/unsanitary conditions

OTHER VIOLATIONS (describe): _____

DEADLINES: Permits: _____ Days; _____ Days; _____ Days

Additional Copies: (select) Tenant; Occupant; Specify: _____

Enclosures (select/describe): FMC sections; Photo(s); Flyer(s) _____

CASE SUMMARY
CODE ENFORCEMENT CASE NO. E25-16660

- 12/02/2025: Complaint received regarding a single-family home converted into a duplex.
- 12/09/2025: Permit inquiry was completed and documents uploaded to the case file. Building Record permit number 91035 showing a 15'x30' addition for bedroom with a date of 9/12/1949. Sanborn maps from 1960 showing the property layout.
- 12/17/2025: Field inspection was completed with the owner at 3:30 PM and granted access to the backyard to verify complaint. There is a primary patio attached to the residence and the second patio has been enclosed. Advised the owner that permits are required for the primary patio and for the enclosed patio.
- 12/30/2025: Planning and Development advised Appellant plans are required for an application of this nature.
- 01/02/2026: The Notice and Order was issued. A copy of the notice was posted on the front door.
- 05/19/2026: Building Standards Appeals Board confirmed the Notice and Order issued 01/02/2026 and ordered appellant to repair/correct the violations within 30 days.
- 07/02/2026: Owner scheduled a Residential ADU Assessment Checklist.
- 07/25/2026: Owner sent email asking if the plans can be drawn to code standards from 2005. I directed her to get directions from Building Department.

CASE HISTORY REPORT

CASE NUMBER E25-16660

CASE TYPE: General Enforcement
Assessor's Parcel Number: 435-333-32
Primary Address: 1347 E SHIELDS AVE
FRESNO, CA 93704

Date Established: 12/02/2025
Status: IN VIOLATION-ISSUE
NOTICE
Closed Date:

Inspector Assigned: Oscar Maya
Inspector Phone: 559-621-8435
Inspector Email: Oscar.Maya@fresno.gov

CASE DATA:	JURISDICTION:	CITY	FINE SUMMARY:	TOTAL INVOICED: \$100.00
	ZONE CODE:	O		TOTAL PAID: \$100.00
	INSPECTION AREA:			BALANCE: \$0.00
	COUNCIL DISTRICT:	7		
	ACREAGE:	0.15		

NARRATIVE: This single-family home has been turned into a duplex.

OWNER: Primary PORTER MARIECHELE 1347 E SHIELDS FRESNO CA 93704

CONTACTS:

TYPE	NAME	ADDRESS
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HISTORY:

Date	Action	Details
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12/02/2025	Violation Added: HC CONSTRUCTION W/O PERMITS	
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12/02/2025	ASSIGNED TO AREA	Task: Case Intake Action By: Sonny Cha Comments:
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12/03/2025	SR CASE ASSIGNED TO INSPECTOR	Status: COMPLETED Assigned Staff: Dion Garcia Time: 0.0 Description: Reassign to Inspector Maya 12/3/25. Case reassigned to Sr. Inspector Maya. DG.
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12/03/2025	AREA ASSIGNED	Task: Staff Coordination Action By: Oscar Maya Comments:
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CASE HISTORY REPORT

CASE NUMBER E25-16660

12/09/2025	DA DOCUMENT ATTACHED TO CASE F	Status: COMPLETED Assigned Staff: Oscar Maya Time: 0.08 Description: PERMIT UPLOADED Permit from 1949 and Sanborn's maps dating 1960 have been uploaded to the case file.
12/17/2025	Inspection Scheduled	Inspection Type: Initial Inspection Inspector: Oscar Maya Request Comments: Scheduled via Script
12/17/2025	Inspection Resulted	Inspection Type: Initial Inspection Time: 3:30 PM-3:50 PM Total Time: 0.33 Status: In Violation - Issue Notice Inspector: Oscar Maya Result Comments: 1. The covered patio was added without the required plans, permits, and inspections. (FMC §§ 11-103, 11-307, 11-308, 11-310; Cal. Residential Code §§ R105.1, R106.1, R109.1.) Remove this structure. *B Option: Submit plans to the Planning and Development Department and obtain all required permits and inspections. 2. The enclosed patio was added without the required plans, permits, and inspections. (FMC §§ 11-103, 11-307, 11-308, 11-310; Cal. Residential Code §§ R105.1, R106.1, R109.1.) Remove this alteration and restore to its original approved construction and configuration. *B,P,M,E Option: Submit plans to the Planning and Development Department and obtain the required permits and inspections for this alteration. ^ Wednesday, December 17, 2025 Time: 3:30 PM The property owner met with me as scheduled at 3:30 PM and granted access to the backyard to verify whether the patios in question were present or had been altered. During the inspection, I observed that the primary patio remains erected and attached to the residence. Additionally, the second patio, located at the end of the structure, has been enclosed. According to the owner, this enclosure is being used as a room. I advised the owner that the enclosed structure along with the patio will require the appropriate permits. I also explained the department's notice process and outlined what to expect moving forward. Photographs documenting the current conditions of the property were taken.

CASE HISTORY REPORT

CASE NUMBER E25-16660

12/19/2025	PX INSERT PIX INTO PHOTO MGT	Status: COMPLETED Assigned Staff: Oscar Maya Time: 0.08 Description: Photos Uploaded The photographs taken during my inspection on 12/17 have been uploaded to photo management. OXM
12/19/2025	N1 NOTICE PREPARATION N&O/NOV	Status: COMPLETED Assigned Staff: Oscar Maya Time: 0.17 Description: N&O Sent for approval Notice sent to Supervisor Dion Garcia. OXM
12/19/2025	IN VIOLATION-ISSUE NOTICE	Task: Inspection Action By: Oscar Maya Comments:
01/02/2026	Inspection Scheduled	Inspection Type: Follow-Up Inspection Inspector: Oscar Maya Request Comments:
01/02/2026	Inspection Resulted	Inspection Type: Follow-Up Inspection Time: 1:40 PM-1:50 PM Total Time: 0.17 Status: Notice Posted Inspector: Oscar Maya Result Comments: Date: Friday, January 2, 2026 Time: 1:40 PM I posted the Notice and Order on the front window of the home. I signed the Proof of Service and photographs taken for documentation purposes. OXM
01/05/2026	Invoice	Processed By: Vanhtsanah Vongsoury Invoice Number: 910069 Invoice Amount: 100.00
01/09/2026	Invoice	Processed By: Jose Carrillo Invoice Number: 910824 Invoice Amount: 60.00

CASE HISTORY REPORT

CASE NUMBER E25-16660

01/12/2026 **PS PROOF OF
SERVICE FORM**

Status: COMPLETED **Assigned Staff:** Oscar Maya **Time:** 0.08
Description: Document Uploaded
The signed Proof of Service for the posting on 1/2 has been uploaded to the case file.

OXM

01/12/2026 **PX INSERT PIX INTO
PHOTO MGT**

Status: COMPLETED **Assigned Staff:** Oscar Maya **Time:** 0.08
Description: Photos Uploaded
The photographs taken during the posting on 1/2 have been uploaded to photo management.

OXM

02/02/2026 **Payment**

Processed By: Jennifer Garcia **Receipt Number:** 0
Payment Amount: 100.00

02/02/2026 **Invoice**

Processed By: Marcos Gutierrez Camarillo **Invoice Number:** 914375
Invoice Amount: -60.00

02/20/2026 **EM E MAIL**

Status: ☐ **Assigned Staff:** Oscar Maya **Time:** 0.17
Description: Email History
From: marie porter <uutima@yahoo.com>
Sent: Thursday, February 19, 2026 10:58 AM
To: Oscar Maya <Oscar.Maya@fresno.gov>
Subject: Re: 1347 E Shields questions

External Email: Use caution with links and attachments

Ok, thank you.

On Thursday, February 19, 2026 at 08:59:58 AM PST, Oscar Maya <oscar.maya@fresno.gov> wrote:

No worries.

Thank you, Ill just wait until I receive a copy from our lawyers.

From: marie porter <uutima@yahoo.com>
Sent: Thursday, February 19, 2026 8:49 AM
To: Oscar Maya <Oscar.Maya@fresno.gov>

CASE HISTORY REPORT

CASE NUMBER E25-16660

Subject: RE: 1347 E Shields questions

External Email: Use caution with links and attachments

I turned it in at the front desk on the 2nd floor in the mayor's office, I'm not sure of the receptionist's name. She stamped it and said she would give it to Fred I believe.
Yahoo Mail: Search, Organize, Conquer

On Thu, Feb 19, 2026 at 8:45 AM, Oscar Maya
<Oscar.Maya@fresno.gov> wrote:
Who did you speak with, and were you able to submit the appeal packet?

From: marie porter <uutima@yahoo.com>
Sent: Wednesday, February 18, 2026 12:03 PM
To: Oscar Maya <Oscar.Maya@fresno.gov>
Subject: RE: 1347 E Shields questions

External Email: Use caution with links and attachments

Yesterday, 2/17.
Yahoo Mail: Search, Organize, Conquer

On Wed, Feb 18, 2026 at 11:06 AM, Oscar Maya
<Oscar.Maya@fresno.gov> wrote:
Not a problem. When you meant today, did you mean yesterday or today 2/18?

From: marie porter <uutima@yahoo.com>
Sent: Tuesday, February 17, 2026 8:59 AM
To: Oscar Maya <Oscar.Maya@fresno.gov>
Subject: RE: 1347 E Shields questions

External Email: Use caution with links and attachments

Goodmorning,

I actually ended up submitting a protest with the city but it was passed the 15 days, so I'm going today to submit an appeal for that then I'll be waiting to hear back from them what's next.
Yahoo Mail: Search, Organize, Conquer

On Tue, Feb 17, 2026 at 8:53 AM, Oscar Maya
<Oscar.Maya@fresno.gov> wrote:
Good Morning Marie,

Im reaching out to get an update regarding the Notice and Order I had issued regarding the

CASE HISTORY REPORT

CASE NUMBER E25-16660

unpermitted structures. Have you been able to hire someone who will be able to draw you the plans?

04/02/2026 EM E MAIL

Status: COMPLETED Assigned Staff: Oscar Maya Time: 0.00

Description: Email History

From: Dion Garcia <Dion.Garcia@fresno.gov>

Sent: Tuesday, March 24, 2026 1:18 PM

To: Oscar Maya <Oscar.Maya@fresno.gov>

Subject: FW: Appeal; 1347 E Shields Ave

[REDACTED]

Dion J. Garcia
Housing Program Supervisor
City Attorney's Office – Code Enforcement Unit
City of Fresno
(559) 621-8400 Office
(559) 621-8431 Office Direct
Dion.Garcia@fresno.gov

From: Christina Roberson <Christina.Roberson@fresno.gov>

Sent: Tuesday, March 24, 2026 1:10 PM

To: Toni Hunter <Toni.Hunter@fresno.gov>; Dion Garcia <Dion.Garcia@fresno.gov>

Subject: RE: Appeal; 1347 E Shields Ave

Hi Dion,

[REDACTED]

CONFIDENTIAL ATTORNEY CLIENT COMMUNICATION AND ATTORNEY WORK PRODUCT

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CASE HISTORY REPORT
CASE NUMBER E25-16660

[REDACTED] [REDACTED] [REDACTED]
From: Toni Hunter <Toni.Hunter@fresno.gov>
Sent: Tuesday, March 24, 2026 11:49 AM
To: Dion Garcia <Dion.Garcia@fresno.gov>
Cc: Christina Roberson <Christina.Roberson@fresno.gov>
Subject: RE: Appeal; 1347 E Shields Ave

[REDACTED]

From: Dion Garcia <Dion.Garcia@fresno.gov>
Sent: Tuesday, March 24, 2026 9:56 AM
To: Toni Hunter <Toni.Hunter@fresno.gov>
Subject: Appeal

Good morning, Toni,

Are you able to check to see an appeal was filed? A property owner @ 1347 E Shields Ave told Oscar that she filed an appeal on 02/17/26 and we never heard anything about it.

Thank You

04/08/2026	EM E MAIL	Status: COMPLETED Assigned Staff: Oscar Maya Time: 0.08 Description: Email History Email records from Cody Larid, Planner I from the Planning and Development Department. OXM
04/27/2026	EM E MAIL	Status: ☐ Assigned Staff: Oscar Maya Time: 0.08 Description: Email History PDF Email Document uploaded to case file. OXM

CASE HISTORY REPORT

CASE NUMBER E25-16660

06/01/2026 **GN GENERAL
NOTES**

Status: COMPLETED **Assigned Staff:** Oscar Maya **Time:** 0.00

Description: Email Received

From: Christina Pina <Christina.Pina@fresno.gov>

Sent: Tuesday, May 19, 2026 3:11 PM

To: Oscar Maya <Oscar.Maya@fresno.gov>

Cc: Dion Garcia <Dion.Garcia@fresno.gov>

Subject: BSAB - 1347 E Shields [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

07/02/2026 **PI HC PERMIT
INQUIRY**

Status: COMPLETED **Assigned Staff:** Oscar Maya **Time:** 0.08

Description: Permit Update

B26-07354: SFR Safety Enforcement Consultation 1347 E. Shields Ave (Not a Permit)

B CONSULTING

07/02/2026

Nico Aquino

10:00 AM

CASE HISTORY REPORT

CASE NUMBER E25-16660

07/24/2026 EM E MAIL

Status: COMPLETED Assigned Staff: Oscar Maya Time: 0.08

Description: Email Sent

From: Oscar Maya

Sent: Friday, July 24, 2026 8:15 AM

To: 'marie porter' <uutima@yahoo.com>; Erik Alsing <Erik.Alsing@fresno.gov>

Subject: RE: Plans Code #E25-16660 1347 E Shields Ave

You would have to talk to building department.

From: marie porter <uutima@yahoo.com>

Sent: Friday, July 24, 2026 6:03 AM

To: Erik Alsing <Erik.Alsing@fresno.gov>

Cc: Oscar Maya <Oscar.Maya@fresno.gov>

Subject: Plans Code #E25-16660 1347 E Shields Ave

External Email: Use caution with links and attachments

Hi Erik,

Pertaining to the code violation above I found on the MLS that the non permitted in law suite has been there since at least 2005 as it is advertised in the MLS. I've included the attachment below.

I am hiring draftsman who asked for the appeal determination in writing that plans can be drawn to the code in 2005 so it can be submitted with the plans.

Is this something you will be able to help with?

FINES:

INVOICE	DESCRIPTION	CHARGE	CREDIT	PAID	DUE
910069	PIRT -Title Search	\$100.00	\$0.00	\$100.00	\$0.00
910824	Lien Release Fee - ASSESSMENT	\$60.00	(\$60.00)	\$0.00	\$0.00
914375	Lien Release Fee - ASSESSMENT	\$60.00	(\$60.00)	\$0.00	\$0.00
TOTAL		220.00	-120.00	100.00	0.00



CODE ENFORCEMENT

2600 FRESNO STREET ROOM 3076
FRESNO, CA 93721
(559) 621-8400, FAX (559) 488-1078
www.fresno.gov

PORTER MARIECHELE
1347 E SHIELDS AVE
FRESNO, CA 93704

Call or Schedule an Appointment With:

Oscar Maya
Senior Community Revital Spec
Phone: 559-621-8435
E-Mail: Oscar.Maya@fresno.gov

Case No. E25-16660/OM

January 02, 2026

SUBJECT: **NOTICE AND ORDER**
ADDRESS: **1347 E SHIELDS AVE**
APN: **435-333-32**
DEADLINE: **January 20, 2026**

Enclosed is a Correction Notice and Order to remove the violations on the property referenced above by **January 20, 2026**. The violations noted on the attached Correction Notice and Order were confirmed and documented by City staff. Staff administrative time is billed to the property owner when violations of the Fresno Municipal Code (FMC) and State Health and Safety Code are confirmed and documented. Administrative fees start at \$146.00 per hour. The City is requiring that all listed violations be corrected and completed within the timeframe noted in the attached Correction Notice and Order. The City will perform a reinspection to determine if corrections have been completed.

Failure to correct the violations within the timeframe provided will result in further action by the City, including administrative citations, criminal prosecution, additional administrative fees, abatement by the City, posting against occupancy, injunction, receivership, and/or other legal action. If such action is required, you will further be held responsible for the City's costs to enforce the code and/or abate the violations. Citations may also include enforcement of Article 7 of Chapter 10 and Section 11-307 of the FMC. The City may collect costs either against the property through the imposition of liens and property tax assessments or as a personal debt collected through a collection agency or a lawsuit.

A notice of pending administrative action regarding the property may immediately be filed with the County Recorder. If the Notice and Order becomes final, a Certificate(s) of Existence of Substandard Building(s) and/or Public Nuisance(s) may be recorded with the County Recorder. Thereafter, when the corrections ordered have been completed and all fees paid, a Certificate(s) of Compliance will be recorded with the County Recorder.

APPEAL: Any person entitled to service of this Notice and Order pursuant to Fresno Municipal Code Section 10-608 or 11-327 may file an appeal pursuant to Article 4 of Chapter 1 or Article 5 of Chapter 11 of the FMC, respectively, provided the appeal is filed within 15 days of the service of this Notice and Order.

The Application for Appeal may be obtained from the City Manager's Office located on the second floor of City Hall, 2600 Fresno Street, Room 2064, Fresno, CA 93721, (559) 621-8000. An application fee of \$35.00 for up to two residential units, \$55.00 for three or more residential units, and \$75.00 for commercial units (payable to the City of Fresno), as set forth in the Master Fee Schedule of the City of Fresno, is also required and must be submitted with the appeal application. Please be advised that if the Notice and Order is upheld on appeal the City may recover enforcement costs including, but not limited to, costs incurred in investigating and defending the Notice and Order on appeal. Enforcement costs incurred by the City are recoverable even if the code violation(s) is corrected by the property owner/responsible party.

If you have any questions regarding this notice, **please contact the inspector. You must call to schedule an appointment if you wish to speak with the inspector in person.**

Enclosures: photos

INTERESTED PARTIES MAILING LIST

Copies sent Certified and First-Class Mail to the following:

PORTER MARIECHELE
3157 E GRANT AVE
FRESNO, CA 93702

FAIRWAY INDEPEDNET MORTGAGE CORP
4201 MARCH LANE
CARROLLTON, TX 75007

CYNTHIA PORTERFIELD
1800 GOLDEN TRAIL COURT
CARROLLTON, TX 75010

THE GOLDEN 1 CREDIT UNION CORP
8645 CAL CENTER DRIVE
SACRAMENTO, CA 95826

**CITY OF FRESNO
CODE ENFORCEMENT**

CORRECTION NOTICE AND ORDER

Address: 1347 E SHIELDS AVE
APN: 435-333-32

Date: January 02, 2026
Case No: E25-16660

CORRECT THE FOLLOWING VIOLATIONS:

1. The covered patio was added without the required plans, permits, and inspections.
(FMC §§ 11-103, 11-307, 11-308, 11-310; Cal. Residential Code §§ R105.1, R106.1, R109.1.)
Remove this structure.

***B Option:** Submit plans to the Planning and Development Department and obtain all required permits and inspections.

2. The enclosed patio was added without the required plans, permits, and inspections.
(FMC §§ 11-103, 11-307, 11-308, 11-310; Cal. Residential Code §§ R105.1, R106.1, R109.1.)
Remove this alteration and restore it to its original approved construction and configuration.

***B,P,M,E Option:** Submit plans to the Planning and Development Department and obtain the required permits and inspections for this alteration.

PERMITS:

All items marked with an * (asterisk) and a letter (i.e. *B, *P, *M, *E) may require a permit to make the necessary repair.

The Building and Safety Department determines whether a permit will be required to address the violation(s) identified by the Code Enforcement Inspector.

Please bring this correction notice with you to the City of Fresno Building and Safety Permit Counter to determine if a permit is required and how to file an application for permit(s).

The Permit Counter address is 2600 Fresno St, RM 3043 (third floor), phone number (559) 621-8084.

Note: A permit may also be required on unmarked items depending on the extent of the repair(s).

DEADLINES:

The deadline to obtain Development Permit(s) is **January 20, 2026**. All violations are to be corrected by **January 20, 2026**. A final reinspection by this department will be required for clearance of this notice.

Note:

The expiration date of a permit **does not** change, extend, or otherwise affect the deadline to remove violations.

NOTICE TO TAXPAYERS:

Pursuant to the provisions of Sections 17274 and 24436.5 of the California Revenue and Taxation Code, you may lose certain deductions for interest, taxes, depreciation or amortization attributable to rental income derived from substandard housing.

IMPORTANT INFORMATION:

If you have any questions regarding this notice, **please contact the inspector. You must call to schedule an appointment if you wish to speak with the inspector in person.**

All corrections, removal, and/or disposal of violations must be completed in a lawful manner.



Oscar Maya, Senior Community Revital Spec
Phone: 559-621-8435



S.I.



Photo Report

Case ID: E25-16660

Address: 1347 E SHIELDS AVE

Owner: PORTER MARIECHELE

APN: 435-333-32



Date: 12/17/2025 03:38:27 PM
Violation 1: Patio without permits.



Date: 12/17/2025 03:38:59 PM
Violation 1: Patio without permits.



Date: 12/17/2025 03:38:31 PM
Violation 2: Enclosed patio without permits.



Date: 12/17/2025 03:38:45 PM
Violation 2: Enclosed patio without permits.

City of Fresno
Office of the City Attorney
Code Enforcement
2600 Fresno St, Room 3076
Fresno, CA 93721-3618



9314 8699 0430 0144 0344 46
RETURN RECEIPT (ELECTRONIC)



PORTER MARIECHELE
1347 E SHIELDS AVE
FRESNO, CA 93704-5136

Reference Number: E25-16660 - NAO - OM/SC

City of Fresno
Office of the City Attorney
Code Enforcement
2600 Fresno St, Room 3076
Fresno, CA 93721-3618



9314 8699 0430 0144 0344 22
RETURN RECEIPT (ELECTRONIC)



PORTER MARIECHELE
3157 E GRANT AVE
FRESNO, CA 93702-1909

Reference Number: E25-16660 - NAO - OM/SC

City of Fresno
Office of the City Attorney
Code Enforcement
2600 Fresno St, Room 3076
Fresno, CA 93721-3618



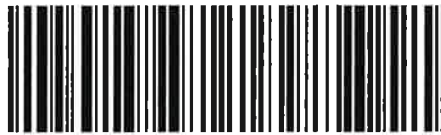
9314 8699 0430 0144 0344 60
RETURN RECEIPT (ELECTRONIC)



FAIRWAY INDEPEDNET MORTGAGE CORP
4201 MARSH LN
CARROLLTON, TX 75007-1720

Reference Number: E25-16660 - NAO - OM/SC

City of Fresno
Office of the City Attorney
Code Enforcement
2600 Fresno St, Room 3076
Fresno, CA 93721-3618



9314 8699 0430 0144 0344 91
RETURN RECEIPT (ELECTRONIC)



CYNTHIA PORTERFIELD
1800 GOLDEN TRAIL CT
CARROLLTON, TX 75010-4649

Reference Number: E25-16660 - NAO - OM/SC

City of Fresno
Office of the City Attorney
Code Enforcement
2600 Fresno St, Room 3076
Fresno, CA 93721-3618



9314 8699 0430 0144 0345 07
RETURN RECEIPT (ELECTRONIC)



THE GOLDEN 1 CREDIT UNION CORP
8645 CAL CENTER DRIVE
SACRAMENTO, CA 95826

Reference Number: E25-16660 - NAO - OM/SC

PROOF OF SERVICE

I, the undersigned, declare:

I am a citizen of the United States and a resident of the County of Fresno; I am over the age of eighteen years and an employee of the City of Fresno. My business address is 2600 Fresno Street, Fresno, California 93721.

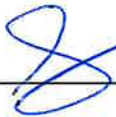
On January 02, 2026, I caused to be served the foregoing documents described as Notice and Order on the interested parties to the within action by placing the original/a true copy thereof, enclosed in a sealed envelope, addressed as stated below, as follows:

- X (BY CERTIFIED) I am "readily familiar" with the City's practice of collection and processing correspondence for certified mailing. Under that practice it would be deposited with U.S. postal service on that same day with postage thereon fully prepaid at Fresno, California in the ordinary course of business.
- X (BY FIRST CLASS MAIL) I am "readily familiar" with the City's practice of collection and processing of correspondence for mailing. Under that practice it would be deposited with the U.S. postal service on that same day with postage thereon fully paid at Fresno, California in the ordinary course of business.
- (BY PERSONAL SERVICE) I delivered such document(s) by hand to the addressee.
- (BY ELECTRONIC SERVICE) I delivered such document(s) to be delivered by electronic mail to the addressee.
- (BY POSTING) I posted such document(s) at the property located at:

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed on or about January 02, 2026 at Fresno, California.

Signature



Subject Address: 1347 E SHIELDS AVE
Case Number : E25-16660

Mail To:
PORTER MARIECHELE
1347 E SHIELDS AVE
FRESNO, CA 93704

THE GOLDEN 1 CREDIT UNION CORP
8645 CAL CENTER DRIVE
SACRAMENTO, CA 95826

PORTER MARIECHELE
3157 E GRANT AVE
FRESNO, CA 93702

FAIRWAY INDEPEDNET MORTGAGE CORP
4201 MARCH LANE
CARROLLTON, TX 75007

CYNTHIA PORTERFIELD
1800 GOLDEN TRAIL COURT
CARROLLTON, TX 75010

PROOF OF SERVICE

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1347 E SHIELDS AVE

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed on or about January 02, 2026, at Fresno, California.



Signature

Subject Address: 1347 E SHIELDS AVE
Case Number : E25-16660

Posting To:
1347 E SHIELDS AVE



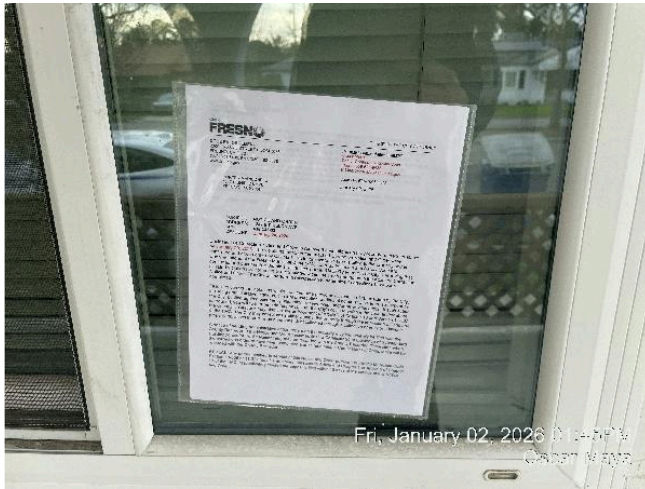
Photo Report

Case ID: E25-16660

Address: 1347 E SHIELDS AVE

Owner: PORTER MARIECHELE

APN: 435-333-32



Date: 01/02/2026 01:45:34 PM

No Description



Date: 01/02/2026 01:45:44 PM

No Description



January 9, 2026

Dear Covius Document Services:

The following is in response to your request for proof of delivery on your item with the tracking number:
9314 8699 0430 0144 0344 22.

Item Details

Status:	Delivered, Left with Individual
Status Date / Time:	January 8, 2026, 10:38 a.m.
Location:	FRESNO, CA 93702
Postal Product:	First-Class Mail®
Extra Services:	Certified Mail™ Return Receipt Electronic
Recipient Name:	PORTER MARIECHELE

Destination Delivery Address

Street Address:	3157 E GRANT AVE
City, State ZIP Code:	FRESNO, CA 93702-1909

Recipient Signature

Signature of Recipient:

Address of Recipient:

Note: Scanned image may reflect a different destination address due to Intended Recipient's delivery instructions on file.

Thank you for selecting the United States Postal Service® for your mailing needs. If you require additional assistance, please contact your local Post Office™ or a Postal representative at 1-800-222-1811.

Sincerely,
United States Postal Service®
475 L'Enfant Plaza SW
Washington, D.C. 20260-0004

Information in this section provided by Covius Document Services, LLC.

Reference Number: E25-16660 - NAO - OM/SC



January 13, 2026

Dear Covius Document Services:

The following is in response to your request for proof of delivery on your item with the tracking number:
9314 8699 0430 0144 0344 46.

Item Details

Status:	Delivered, Left with Individual
Status Date / Time:	January 12, 2026, 10:58 a.m.
Location:	FRESNO, CA 93702
Postal Product:	First-Class Mail®
Extra Services:	Certified Mail™
	Return Receipt Electronic
Recipient Name:	PORTER MARIECHELE

Recipient Signature

Signature of Recipient:

Address of Recipient:

Note: Scanned image may reflect a different destination address due to Intended Recipient's delivery instructions on file.

Thank you for selecting the United States Postal Service® for your mailing needs. If you require additional assistance, please contact your local Post Office™ or a Postal representative at 1-800-222-1811.

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United States Postal Service®
475 L'Enfant Plaza SW
Washington, D.C. 20260-0004

Information in this section provided by Covius Document Services, LLC.

Reference Number: E25-16660 - NAO - OM/SC



Photo Report

Case ID: E25-16660

Address: 1347 E SHIELDS AVE

Owner: PORTER MARIECHELE

APN: 435-333-32



Date: 12/17/2025 03:38:27 PM

Violation 1: Patio without permits.



Date: 12/17/2025 03:38:31 PM

Violation 2: Enclosed patio without permits.



Date: 12/17/2025 03:38:45 PM

Violation 2: Enclosed patio without permits.



Date: 12/17/2025 03:38:59 PM

Violation 1: Patio without permits.

Parcel Report

APN NO : 43533332

APN - Book : 435 Page : 33

No Legal Map

ADDRESS : 1347 E SHIELDS AVE

GENERAL INFORMATION	
City / County	city
Council District No :	7---Nelson Esparza
School District :	FRESNO UNIFIED SCHOOL DIST
Planned Use :	MULTI
Zoning :	O - Office
Res Sweeping :	Res Sweeping Day: 2T Rte: 3
Sewer Basin :	NorthCentral
Water Scada Zone :	9

ECONOMIC INFORMATION	
Plan Area :	Fresno High-Roeding
Specific Plan :	
Inner City :	
Enterprize Zone :	
Urb Core Enh :	UCER1

GIS DATA ADVISORY

The information provided within this application is intended for internal City business only.
Some of the information, such as property ownership, is provided as a courtesy by outside agencies and should not be disseminated to the public.
Members of the public who require property ownership information should be directed to the County Assessor's Office for an official record.

CDBG Area :	yes
-------------	-----

OWNERSHIP INFORMATION

Ower Name 1 :	PORTER MARIECHELE
Owner Name 2 :	
Owner Address 1 :	1347 E SHIELDS
Owner Address 2 :	
Owner City :	FRESNO
Owner State :	CA
Owner Zip :	93704
Instrument No :	187359-000000
Date Recorded :	12/28/2020

PARCEL INFORMATION

Lot Depth	134
Lot Width	50
Lot Area	0.15
Tract	TCGPK
Lot	35
Last Recorded	Last Recorded 12/28/2020 -- TFI: 0 --- Home Owner Exempt: 0
Land Value	Land Value: 43296 -- Improvements: 232722 -- Personal : 0 -- Mobile Home: 0
Effective Year	1917

UGM INFORMATION

CUSTOMER INFORMATION

GIS DATA ADVISORY

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Members of the public who require property ownership information should be directed to the County Assessor's Office for an official record.

Customer Name	PORTER, MARIECHELE
Phone Number	(415) 5746010
Account Number	704729 - 55180
Alternate Contact	
Spouse Name	
Work Phone Number	

SERVICE INFORMATION

Address	Location ID	Service Status	Meter ID	Service Type	Service Description	Components	Meter Sequence	Meter Size	Routes
---------	-------------	----------------	----------	--------------	---------------------	------------	----------------	------------	--------

ASSOCIATED ADDRESSES

APN	Address	ZIP	LCID
43533332	1347 E SHIELDS AVE	93704	55180

GIS DATA ADVISORY

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Some of the information, such as property ownership, is provided as a courtesy by outside agencies and should not be disseminated to the public.
Members of the public who require property ownership information should be directed to the County Assessor's Office for an official record.

Location

Shields, 1347

Sc.

Owner

Mike Selice

Lei

35-36

Block

Annexed 5-29-48

Subdivision

Ave

College Park

No. Stories

1

Height

feet

Occupancy

Dwelling Group I

Sprinklers

Fire Zone No. _____

Floor Area

Floor

Roof

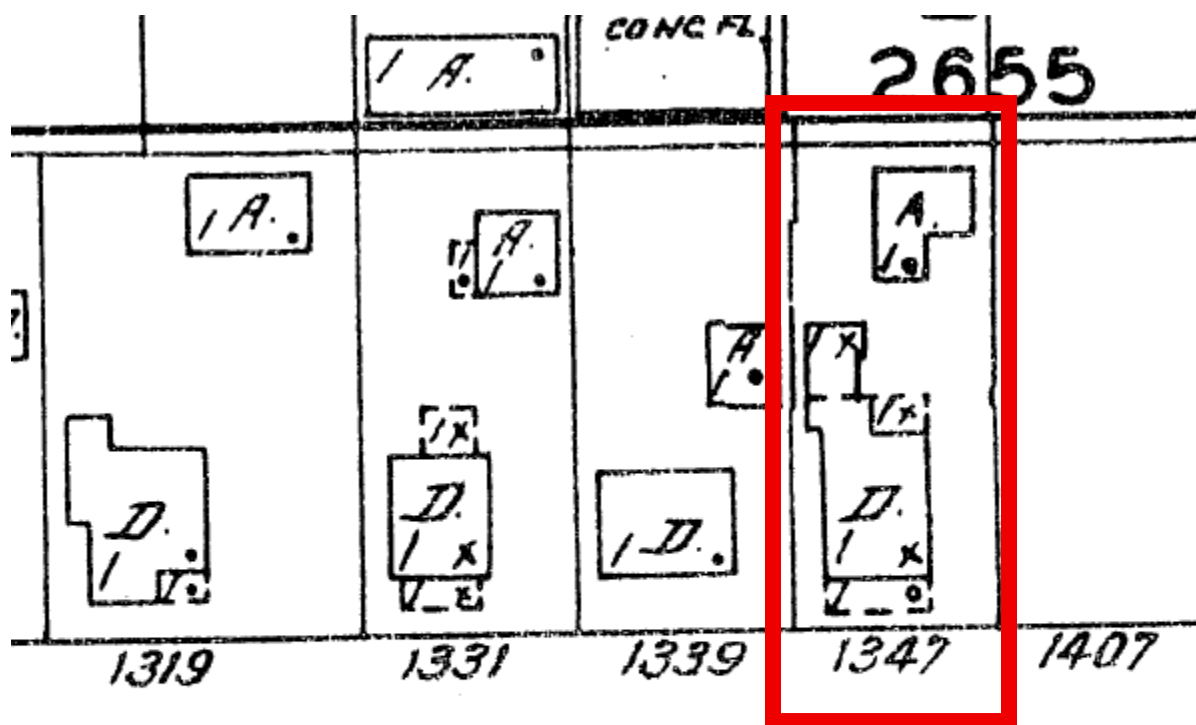
Type Construction

V

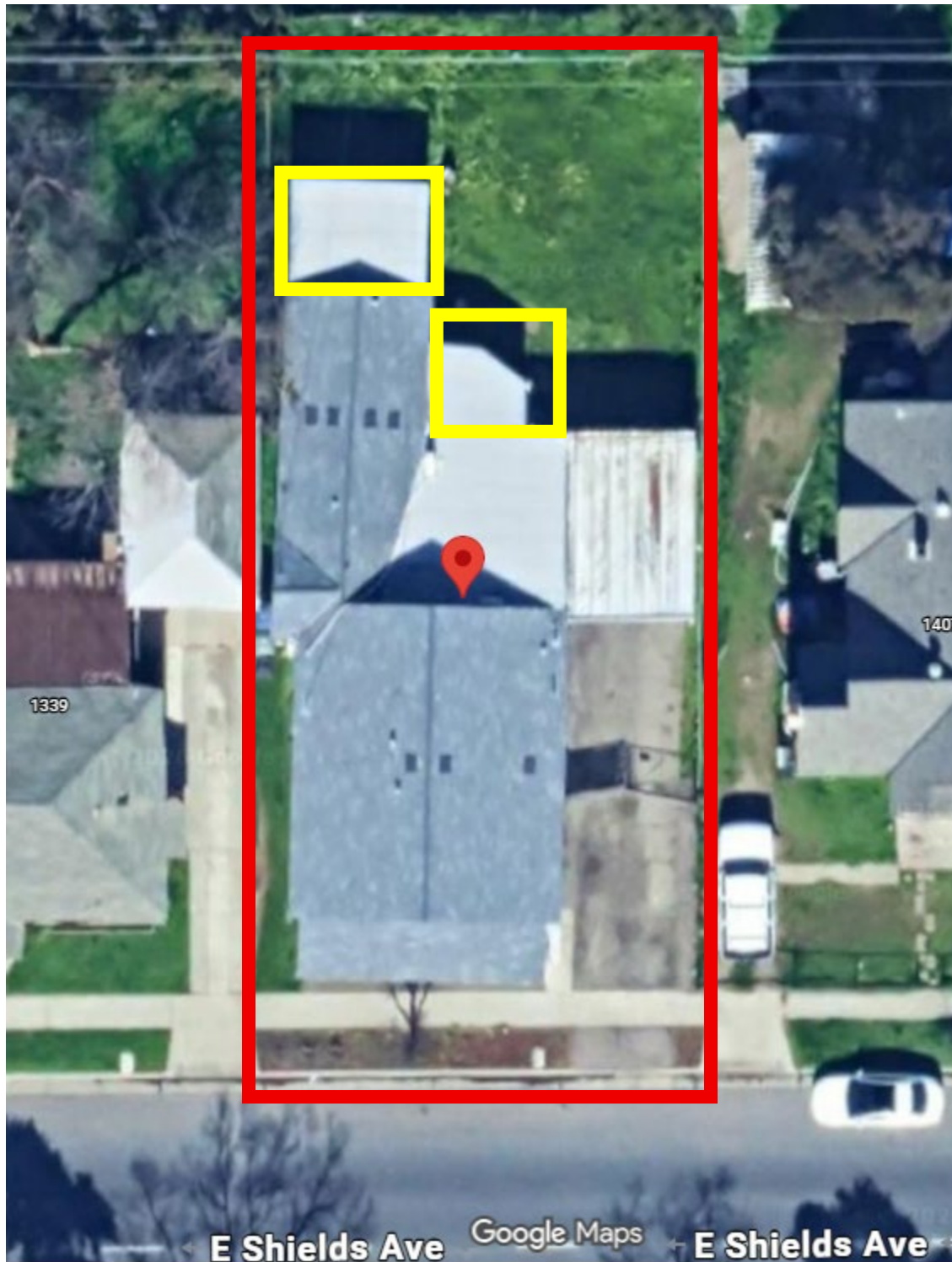
Exterior

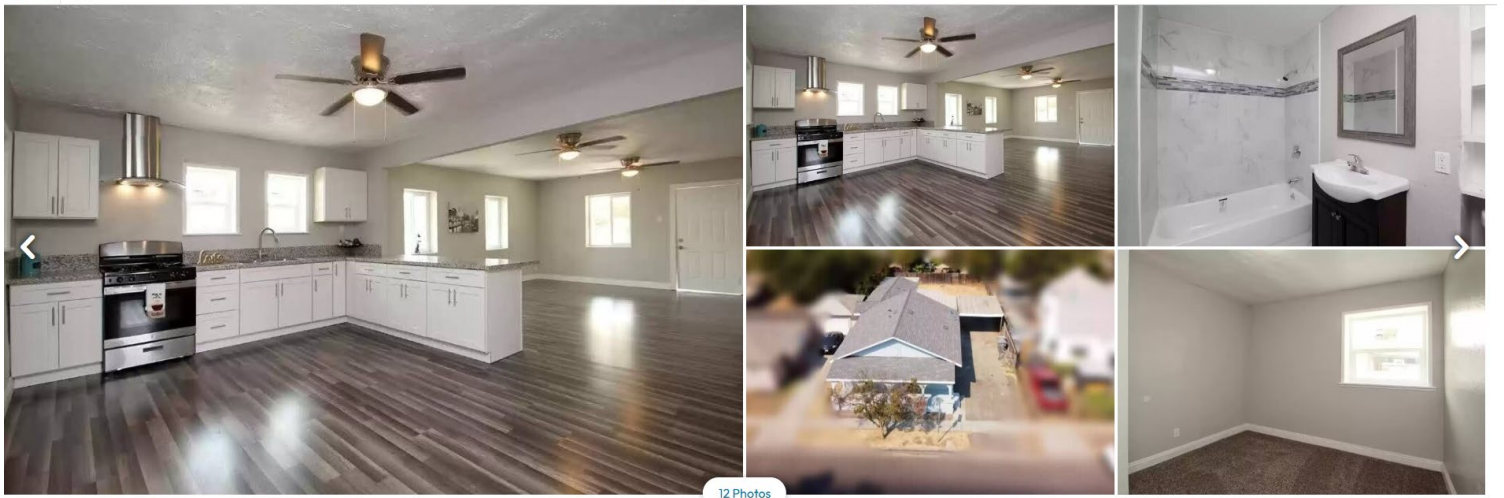
BUILDING PERMIT

[illegible]

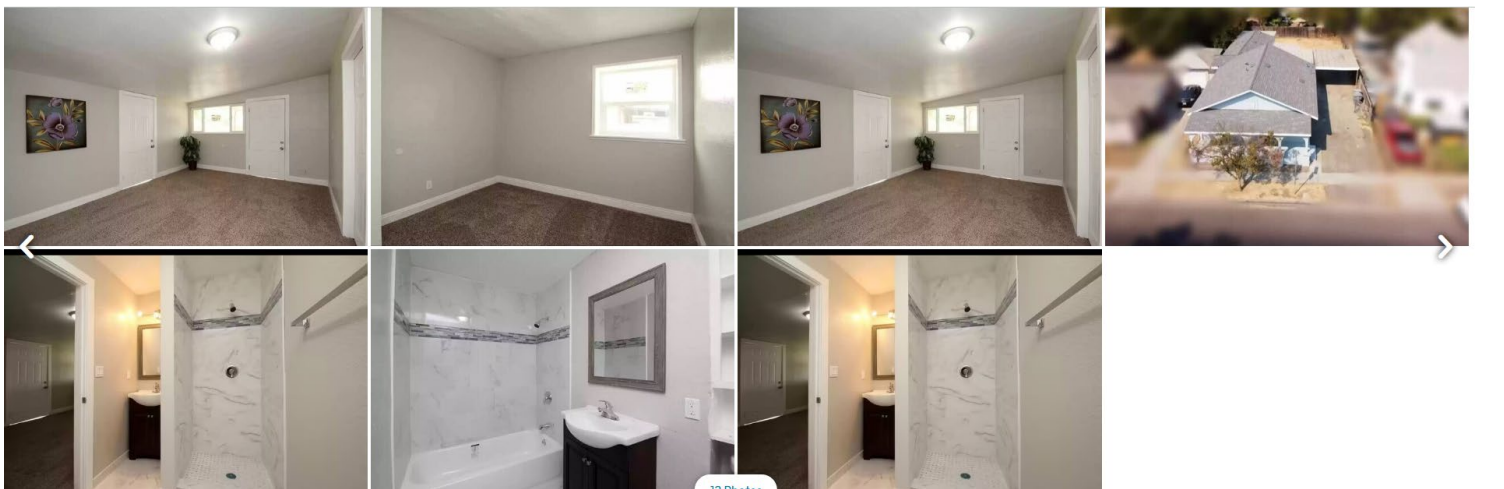


E. SHIELDS AV.





12 Photos



12 Photos

[Houses](#) / [California](#) / [Fresno County](#) / [Fresno](#) / [Maroa](#)

\$1,450 Total Monthly Price

1347 E Shields Ave, Fresno, CA 93704



Check Back Soon for Upcoming Availability

[Alert Me About Listings](#)

Beds

Baths

Average SF

3 Bedrooms

2 Baths

1,200 SF

<https://www.apartments.com/1347-e-shields-ave-fresno-ca/3b3v39f/?msockid=0995aa65844f66e80b3bbc06857d67c3>

Fees and Policies

The fees listed below are community-provided and may exclude utilities or add-ons. All payments are made directly to the property and are non-refundable unless otherwise specified.

Pets **Parking**

No Pets Allowed

About This Property

About the property:

This is a single family home with attached mother in law unit that is rented out separately and currently not available. Beautiful newly remodeled home move in ready. Located near E. Shields Ave and Blackstone. In walking distance of several stores, shops, and restaurants. Within 5 minutes of CA 41 and within 10 minutes of CA 168 and 180.

Parking is shared between tenants. Washer/dryer and refrigerator included in unit. Keep in mind rent does not include utilities.

Features:

- 3 bedrooms (includes master bed/bath)
- 2 bath
- Carport with fenced off street parking
- Washer/dryer in unit
- Granite countertops
- Stainless steel appliances
- Large backyard

House Features



Washer/Dryer



Air Conditioning



Granite Countertops



Refrigerator

- Washer/Dryer
 - Air Conditioning
 - Heating
 - Ceiling Fans
 - Smoke Free
 - Tub/Shower
- Granite Countertops
 - Stainless Steel Appliances
 - Kitchen
 - Oven
 - Range
 - Refrigerator
- Mother-in-law Unit
 - Porch
 - Yard
 - Lawn



 Zestimate®

\$283,700

1347 E Shields Ave, Fresno, CA 93704

1
beds

1
baths

--
sqft

Est. refi payment: **\$1,786/mo**  [Refinance your loan](#)

 Apartment

 Built in ----

 -- sqft lot

 \$283,700 Zestimate®

 \$--/sqft

 \$1,095 Estimated rent

Home value

Zestimate®
\$283,700

Estimated sales range
\$233,000 - \$335,000

Rent Zestimate®
\$1,095/mo

Zestimate® history [Table view](#)
+105% in last 10 years

Facts & features

Interior

Bedrooms & bathrooms

- Bedrooms: 1
- Bathrooms: 1
- Full bathrooms: 1

Heating

- Forced Air

Cooling

- Wall Unit

Appliances

- Included: Freezer, Microwave, Oven, Refrigerator
- Laundry: None

Features

- Flooring: Carpet, Tile

Property

Parking

- Parking features: Off Street
- Details: Contact manager

Features

- Exterior features: Heating system: Forced Air, Large backyard

Details

- Parcel number: 43533332

Construction

Type & style

- Home type: Apartment
- Property subtype: Apartment

Price history

Date	Event	Price
3/28/2025	Listing removed	\$1,150
Source: Zillow Rentals Report		
2/21/2025	Listed for rent	\$1,150 -25.8%
Source: Zillow Rentals Report		



Addresses



B25-16374

B25-1...

STATUS

LOCATION

CONTACT

WORKFLOW

ADU

> Add'l In...

> 1347 E ...

> MarieC...

> 19 total T

Home pur...

12/30/2...

FRESN...

●...

B25-16374 - ADU

Cancel

Help

Importance

Normal

From

Lynn Ehresman [Lynn.Ehresman@fresno.gov]

Sent

12/30/2025 13:08:21

To

MarieChele Porter [uutima@yahoo.com]

Cc

Bcc

Title

B25-16374 - plans required

Attachment(s)

[Residential-Plan-Check-Submittal-edit.pdf\(96.21 KB\)](#); [Designers and Architects list.pdf\(128.18 KB\)](#);

Content

Hello,

New plans are required for an application of this nature. Please see Residential Plan Check Submittal document (attached), please also see attached Draftsman list. The individuals on this list is for your reference if you need to hire some.

Once plans are obtained and uploaded, please send a notification email to me at lynn.ehresman@fresno.gov.

Thank you,
Lynn

Comments

Event

Status

Sent

**BUILDING STANDARDS APPEALS BOARD
CITY OF FRESNO, CALIFORNIA**

In the Matter of
Public Hearing on Notice and Order
E25-16660;
1347 E. Shields Ave.;
Mariechele Porter, APPELLANT

**DECISION OF BUILDING STANDARDS
APPEALS BOARD
MAY 19, 2026**

Section 11-504 of the Fresno Municipal Code (FMC) provides that the Building Standards Appeals Board (BSAB) shall hear and decide appeals of orders, decisions or determinations made by the Building Official and/or Code Enforcement relative to the application and interpretations of the Housing Regulations (Chapter 11, Article 3) or the Dangerous Building Ordinance (Chapter 11, Article 4).

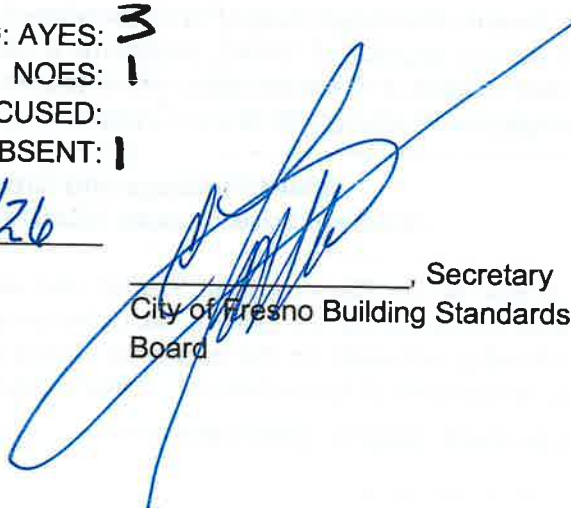
BSAB Findings and Orders <i>Checked boxes indicate BSAB's final ruling</i>	
☒ CONFIRM the Notice and Order issued 01/02/2026	After review of the City's Appeal Packet and all other relevant evidence and testimony submitted to the BSAB, the BSAB has determined by preponderance of the evidence that all violation(s) included on the appealed Notice and Order issued 01/02/2026, was/were present at the time of the Notice and Order's issuance. The Notice and Order is CONFIRMED. <i>Select one option below:</i> ☒ The BSAB ORDERS Appellant to repair/ correct the remaining violations within 30 days of the date of this Decision. A progress hearing will be set within 30 to 60 days of the date of this Decision. (FMC 1-409(f)) ☐ No progress hearing needed; confirmed violations have since been repaired/corrected.
☐ CONFIRM certain violations but DISMISS other violations in the Notice and Order issued 01/02/2026	After review of the City's Appeal Packet and all other relevant evidence and testimony submitted to the BSAB, the BSAB has determined by preponderance of the evidence that some, but not all, of the violation(s) included on the appealed Notice and Order issued 01/02/2026, was/were present at the time of the Notice and Order's issuance. Violation(s) CONFIRMED: _____ Violation(s) DISMISSED: _____ The Notice and Order is CONFIRMED as to the violations specified above. <i>Select one option below:</i> ☐ The BSAB ORDERS Appellant to repair/ correct the remaining violations within 30 days of the date of this Decision. A progress hearing will be set within 30 to 60 days of the date of this Decision. (FMC 1-409(f)) ☐ No progress hearing needed; confirmed violations have since been repaired/corrected.
☐ DISMISS the Notice and Order issued 01/02/2026	After review of the City's Appeal Packet and all other relevant evidence and testimony submitted to the BSAB, the BSAB has determined by preponderance of the evidence that all violation(s) included on the appealed Notice and Order issued 01/02/2026, was/were not present at the time of the Notice and Order's issuance. The Notice and Order issued 01/02/2026 is DISMISSED

STATE OF CALIFORNIA)
COUNTY OF FRESNO) ss.
CITY OF FRESNO)

The foregoing decision was adopted by the Building Standards Appeals Board of the City of Fresno, at a regular meeting held on the 19th day of May, 2026, upon a motion by Member VINCENT, seconded by Member FIELD.

VOTING: AYES: 3
NOES: 1
RECUSED:
ABSENT: 1

DATED: 5/19/26


_____, Secretary
City of Fresno Building Standards Appeals
Board



Planning and Development Department
Building and Safety Services Division

2600 Fresno Street, 3rd Floor
Fresno, California 93721-3604
(559) 621-8084 • FAX (559) 498-4357

RESIDENTIAL ADU ASSESSMENT CHECKLIST

DATE: 7/2/24 TIME: 10:20 AM INSPECTION RECORD: B26-07354

CODE ENFORCEMENT RECORD: E25-16660

PRIMARY ADDRESS: 1347 E Shields ave Fresno CA 93704
SECONDARY NUMBER (IF KNOWN): NA

- ☐ JUNIOR DWELLING UNIT (JADU)
☐ ACCESSORY DWELLING UNIT -- ☐ ATTACHED ☐ DETACHED ☒ OTHER Duplex
☐ NEW CONSTRUCTION ☐ CONVERSION OF EXISTING

DESCRIPTION OF UNIT(S): 15x30 Addition for bedroom, permitted on 9/12/49 was converted to a second unit that included kitchen/bathroom Also an impermitted patio was added & converted to a bedroom

- ☐ 1. **Planning Requirement:**
☒ A separate address will be needed/required
☐ It is granted by right ☒ Planning process will be required
☐ Is location on property allowed Not Sure, Need to Submit to planning for Approval
- ☐ 2. **Plans Requirement** ☒ Yes ☐ No
☒ Site Plan
☒ Floor Plan
☒ Foundation Plan/Floor Framing Plan (1st floor / 2nd floor)
☒ Roof Framing Plan ☒ Conventional ☐ Truss (Designs & Calculations Required)
☒ Electrical Plan
☒ Plumbing Plans (water/sewer/gas)
☒ Mechanical Plan

(Contact Building@fresno.gov for all Plan Submittal Requirements)

This inspection report is being used to verify the completeness of the referenced structure(s) and whether or not an ADU Deferral will be granted. This does not legalize the structure for any further improvements but rather is simply establishing the existing condition and potential deferment of the unit(s) for the 5 year period from the plan check permitting process.

Upon completion of this inspection please present this report to the Code Enforcement Department along with your application for 5 year deferral (Add hyperlink to Code application).

INSPECTION BY THE BUILDING AND SAFETY SERVICES DIVISION REVEALED THE FOLLOWING LISTED ITEMS/VIOLATIONS AT THE SUBJECT PROPERTY WHICH WILL NEED TO BE ADDRESSED VIA A PLAN CHECK AND PERMIT.

****IF ALTERATIONS/REPAIRS EXCEED THE SCOPE OF WORK AS IDENTIFIED IN THIS REPORT, THE STRUCTURE WILL BE SUBJECT TO ADDITIONAL CODE REQUIREMENTS****

BUILDING:

Structure has been deemed unsafe for the following conditions

Structural☐ 1. **Roof Framing:**

- ☒ Not accessible/Could not investigate
- ☐ Roofing material is in good standing with proper moisture underlayment
- ☐ Roof framing members properly spanned with support to bearing
- ☐ Support beams present if necessary with adequate support
- ☐ Other _____

☐ 2. **Wall and/or Ceiling Framing:**

- ☐ Ceiling Joist _____
- ☐ Attic/Wall Insulation _____
- ☐ Wall framing not accessible _____
- ☐ Wall studs constructed straight and true _____
- ☐ Moisture protection in required locations (tub/shower surrounds) _____
- ☐ Support Columns/Post _____
- ☐ Exterior Wall Finish _____
- ☐ Fire Rated Wall
 - ☐ Required due to location on property
 - ☐ Required due to adjacent occupancy
- ☐ Other: Not accessible / Could not investigate

☐ 3. **Floor Framing:**

- ☒ Not applicable (slab-on-grade) ☒ Not accessible
- ☐ Floor Joist _____
- ☐ Beams _____
- ☐ Girders _____
- ☐ Floor Sheathing _____
- ☐ Foundation Vents _____
- ☐ Other: _____

☐ 4. **Foundation:**

- ☐ Slab on Grade _____
- ☐ Wood to Earth Separation _____
- ☐ Landings outside exits _____
- ☐ Range Hood _____
- ☐ Other: Not accessible / Could not investigate

Life/Safety☐ 1. **Fire-Resistive Construction:**

- ☐ Fire Rated Wall
 - ☒ Required due to location on property
 - ☒ Required due to adjacent occupancy
- ☐ Doors between occupancies _____
- ☐ Other: _____

☐ 2. **Egress:**

- ☒ Smoke detectors ☐ Carbon Monoxide detectors _____
- ☐ Address number(s) posted ☐ Multiple posting required _____
- ☒ Bedroom Egress ☒ Window/Door Need Bedroom Egress

(Continued)

- ☐ Stairs
- ☐ Handrails _____
- ☐ Guardrails _____
- ☐ Rise/Run Treads _____ ☐ Width _____
- ☐ Landings _____ ☐ Headroom _____

☐ 3. **Additional requirements:**

- ☐ Minimum ceiling height (7' clear)
- ☒ Natural light _____
- ☐ Tub/Shower Enclosures: _____
- ☒ Window Safety Glazing _____
- ☒ Cabinets _____
- ☐ ~~Fireplace~~ **Addition / a Patio converted to bedroom**
- ☐ Other: **only measures - 6' 7"**

Plumbing:

- ☒ 1. Plumbing within walls not accessible
- ☐ 2. Proper materials and connections done in good manner.
 - ☐ Piping sized adequately for fixtures served.
 - ☐ Vented properly to exterior.
 - ☐ Waste pipe properly trapped _____ ☐ Clean-outs/slope to utility _____
 - ☐ Gas pipe
 - ☐ Separate service _____ ☐ Service from existing meter _____
- ☐ 3. Clothes washing appliance _____ ☐ Dryer vented to exterior
- ☐ 4. Additional requirements: _____

Mechanical:

- ☐ 1. Proper minimum heating and/or cooling equipment provided:
 - ☐ HVAC Dual Pack ☒ Split system ☐ Wall/Floor Furnace ☐ Evaporative Cooler
- ☒ 2. Kitchen area fan/hood vented to exterior with back draft damper installed. **Mini Split System**
- ☒ 3. Dryer duct. It shall be exhausted to the outside with a backdraft damper installed. **Hood Vent Not Functional**
- ☐ 4. Bathroom exhaust fan(s) exhausted to the exterior of the building with a backdraft damper installed. **Not Functional**
- ☐ 5. Additional requirements: _____

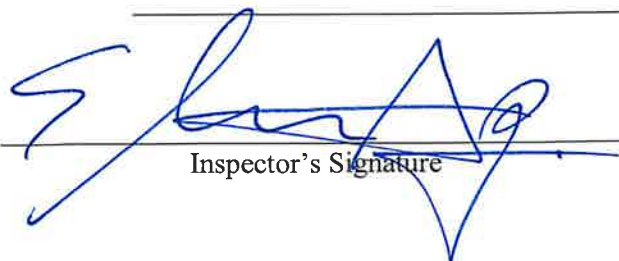
Electrical:

- ☐ 1. Electrical service panel and size
 - ☐ Provided by independent meter _____ ☐ Provided from main residence _____

- ☐ 2. All breakers are properly sized and service panel labeled (Note: only one MPu (Main Service unit) Feeds both unit: Nothing is label.
- ☐ 3. Sub-panel ^{panel} size and location NO
- ☐ 4. Outlets / fixtures / receptacles / junction boxes properly covered and secured.
NO, MISSING GFCI at bathroom, kitchen & any wet Location.
- ☐ 5. Built-in appliances:
- | | | |
|----------------------------------|-------------------------------------|-------------------------------------|
| ☐ Cooktop | ☐ Range | ☐ Dishwasher |
| ☐ Oven | ☐ Range Hood | ☐ <u>N/A</u> |
- ☐ 6. Additional requirements: _____

ADDITIONAL SITE REQUIREMENTS:

- ☐ 1. The following violations and/or hazards not associated with the ADU Deferment program have been noted at the time of this survey. These items are required to be corrected as part of this report:
- ☒ BUILDING: Not accessible, could not Investigate, provide full plan for inspection.
- ☒ PLUMBING: Not accessible, could not Investigate, open section to inspect. / Need plans
- ☒ MECHANICAL: Not accessible Could not Investigate need plans
- ☒ ELECTRICAL: Not accessible, could not Investigate need plans


Inspector's Signature

7/2/26.
Date

LEGAL AUTHORITIES
CODE ENFORCEMENT CASE NO. E25-16660

Fresno Municipal Code

SEC. 1-302. - GENERAL ENFORCEMENT AUTHORITY; ENFORCEMENT OFFICERS.

- (a) The City Manager or any of his or her designated enforcing officers as set forth in this Code have the authority and powers necessary to gain compliance with the provisions of the Code and applicable laws. The term "enforcement officers" includes any city employee vested with authority to enforce the Code, which also includes any employee or person under contract with the City Attorney appointed to investigate and/or prosecute violations of this Code. These powers include the power to inspect public and private property and use whatever judicial and administrative remedies are available under the Code or applicable laws.
- (b) Notwithstanding any Code provision otherwise, and in addition to any authority granted the Director or others, but excluding any authority granted solely to the Police Chief or Police Department, the City Attorney, pursuant to Charter section 803(b), shall have the authority and discretion to investigate and prosecute any violations of this Code by administrative citation, civil action, and/or criminal prosecution.
- (c) Where the Director or City Manager has authority to enforce the code or approve regulations to implement or interpret the code, such authority shall also be granted to the City Attorney.

SEC. 1-303. - AUTHORITY TO INSPECT.

Any enforcement officer shall also have authority to enter upon any property or premises to ascertain whether provisions of the Fresno Municipal Code or applicable state codes, regulations, or ordinances are being obeyed, and to make examinations and surveys as may be necessary in the performance of their duties. These may include taking photographs, video, samples, or other physical evidence. All inspections, entries, examinations, and surveys shall be done in a reasonable manner and where entry onto the premises is necessary with the consent of the owner, agent, or occupant. If an owner, occupant, or agent refuses permission to enter or inspect, the enforcement officer may seek an inspection warrant pursuant to the procedures provided for in Code of Civil Procedure Sections 1822.50 through 1822.59 or their successors to perform duties imposed upon said person.

SEC. 1-308. - ADMINISTRATIVE CITATIONS AND PENALTIES.

The Council finds that there is a need for an alternative method of enforcement of violations of the Municipal Code. The Council further finds and declares that an appropriate method for enforcement for violations of the Code is the following administrative citation and civil penalty program.

- (a) **Administrative Citation.** Any person violating any provision of the Code may be issued an administrative citation by an enforcement officer as provided in this article. A separate civil penalty for each violation of the Code may be assessed by means of one administrative citation. Violations deemed a threat to health and safety as

defined in this Code or pursuant to Health and Safety Code Section 17920.3 shall be penalized as set forth in the Master Fee Schedule.

- (b) **Contents.** Upon discovering or observing any violation of the Municipal Code, an enforcement officer may issue an administrative citation, in a form approved by the City Attorney, to a violator or property owner, with the following contents:
- (1) Date and location of the violation(s), including the street address, if any, and the approximate time the violation(s) were observed;
 - (2) Section(s) of the Code violated and brief description of how the section(s) are violated; if the citation is for a violation of the Management of Real Property Ordinance set forth in Chapter 10, Article 7, the citation shall include a statement specifying the behaviors which constitute the nuisance.
 - (3) Description of the action required to correct the violation(s), if applicable; and if applicable, the date by which the violation must be corrected.
 - (4) Statement explaining the consequences of failure to correct the violation(s);
 - (5) Amount of penalty imposed for the violation(s);
 - (6) Explanation of how the penalty shall be paid and the time period by which it shall be paid, and the consequences of failure to pay the penalty;
 - (7) Right to contest the contents of the administrative citation and right of appeal, including the name and address of the City Manager for purposes of filing any notice of appeal; and
 - (8) Signature of the enforcement officer.
- (c) **Issuance.** The enforcement officer shall attempt to issue the citation to the responsible party for any violation of this Code. For purposes of issuance of a citation to a business, the citation may be issued to the person in immediate control of the business on site at the time of the issuance of the administrative citation and penalty. The citation officer may, but is not required, to obtain the signature of the person upon whom the citation was issued. The lack of signature shall in no way affect the validity of the citation and subsequent proceedings.
- (d) **Issuance When Unable to Locate Violator.** If the enforcement officer is unable to locate the violator(s) then the administrative citation shall be mailed to the responsible party and property owner, if different than the violator. Administrative citations issued for violations of the provisions in Chapter 10, Article 3 of the Municipal Code (Animal Shelter) shall be mailed to the violator(s) or property owners(s) by first class mail with proof of service. Proof of service shall be documented at the time of service by a declaration under penalty of perjury executed by the person effecting service, declaring the time and manner in which the service was made. All other administrative citations shall be mailed to the violator(s) or property owners(s) by certified and first class mail. The failure of any person with an interest in the property to receive such notice shall not affect the validity of any proceedings taken under this chapter. Notice by the methods described above shall become effective on the date of mailing.

- (e) **Imposition of Penalty.** An administrative citation issued for a violation of a building, plumbing, electrical, or other structural or zoning regulation, that does not create an immediate danger to public health or safety, may be issued to the responsible party, and the citation shall state the date by which the violation must be corrected, which shall be a reasonable period of time, given the circumstances; 18 calendar days shall be a default time to correct, unless the circumstances indicate a shorter or greater time is appropriate. It shall be the responsibility of the person receiving the citation to correct the violation and provide proof to the city that it has been corrected, as set forth in the citation, or call for an inspection, as set forth in the citation, to verify the correction was made on or before the date specified on the citation. If the correction was fully and timely made, then the citation, or that part of the citation, shall be dismissed. If the correction was not fully and timely made, then the citation shall continue and penalties shall be deemed final, and failure to correct shall be deemed a continuing violation until the specified violations are verified as corrected by the city, with further penalties incurred as set forth in this Code. An administrative citation issued for a violation of a state law or this code that is a nuisance, for example, parking a vehicle on an unimproved surface, not otherwise a violation of a building, plumbing, electrical, or other structural or zoning regulation, may be issued to the responsible party immediately, and each successive day the violation continues shall constitute a separate violation with further penalties incurred as set forth in this Code.
- (f) **Appeal.** Any person issued an administrative citation may contest the contents of the administrative citation by filing an appeal under the City's Administrative Ordinance set forth in Article 4. If no appeal is filed within the time prescribed, the penalty shall be final and immediately payable.
- (g) **Penalty.** Except as otherwise set forth in this Code, the Master Fee Schedule shall establish the base schedule for the amount of the civil penalty assessed for code violations, which may vary by types and numbers of violations.
- (h) **Failure to Correct.** If the violator or property owner fails to correct the violation, subsequent administrative citations and penalties may be issued for the same violation(s) or the city may institute any other applicable action permissible under this Code to gain compliance. The amount of the penalty for each subsequent violation of the same Code provision shall increase at a rate specified in this Code.
- (i) **Payment of Fine Without Correction of Violation.** Payment of any penalty shall not excuse the failure to correct the violation nor shall it bar further enforcement action by the city. The failure of any person to pay any penalty assessed by administrative citation within the time specified on the administrative citation shall result in the assessment of an additional late fee to be charged. The amount of the late fee shall be ten percent of the total amount of the civil penalty due and owing.
- (j) **Collection of Penalty.** The city shall collect delinquent and late fees under the provisions of the Cost and Penalty Recovery Ordinance in Chapter 1, Article 5 of the Code.
- (k) **Authority to Issue Administrative Citation.** The following officers and employees have the authority to issue administrative citations and civil penalties: City Manager, City Attorney, Planning and Development Director, Director of Public Utilities, Public

Works Director, Police Chief and Fire Chief, and Director of Parks and Recreation and any other person delegated such authority by any of the above.

- (l) **Payment of Penalty and Use of Proceeds.** Except as otherwise provided, all civil penalties assessed shall be payable to the city.

SEC. 1-408. CONDUCT OF HEARING.

- (a) **Continuance.** Upon good cause shown, the hearing officer may continue the hearing by written notice before the scheduled hearing or orally at or during the hearing. Failure of the parties to exchange documents in advance of the hearing does not constitute good cause, and is not a basis for a continuance.
- (b) **Hearing.** At the hearing, the officer or employee who issued the order, citation, decision, or determination or his or her designee shall present evidence in support of the findings or reasons upon which the order, citation, decision, or determination, was based. The appellant, or any individual authorized in writing to represent the appellant, may then present evidence in support of the contentions made in the notice of appeal. The hearing shall be informally conducted. The hearing officer shall call each hearing and conduct the hearing in an orderly manner. The hearing officer shall maintain control over the order of evidence and order of witnesses called. The hearing officer shall maintain processes and procedures to facilitate an efficient and effective handling of multiple hearings.
- (c) **Rights of Parties.** The parties and anyone who participates in a hearing may be represented by an attorney or other person of the parties' choice. The parties have a right to appear, testify, present evidence, examine and cross-examine witnesses, and present written or oral arguments. Additionally, the parties may request and the hearing officer may allow the parties to submit written briefs, either before, during or after the hearing.
- (d) **Evidence.** All administrative hearings shall be governed by the following rules of evidence:
 - (1) Oral evidence shall be taken only on oath or affirmation which shall be administered by the hearing officer. Only credible testimony shall be considered by the hearing officer.
 - (2) Each party may call and examine witnesses, introduce exhibits, and cross-examine and impeach any witness on any matter relevant to the issues. If the appellant does not testify in his/her own behalf, the appellant may be called and examined as if under cross-examination.
 - (3) Such hearing need not be conducted according to the technical rules of law relating to evidence and witnesses. Any relevant evidence may be admitted if it is the type of evidence on which responsible persons are accustomed to rely on in the conduct of serious affairs, regardless of the existence of any common law rule or statute which might make improper the admission of such evidence over objection in civil actions. Hearsay evidence may be used for the purpose of supplementing or explaining any direct evidence but shall not be sufficient in itself to support a finding unless it would be admissible over objection in civil actions.

- (4) Copies of the reports and records of any governmental agency, division, or bureau will be accepted as evidence in lieu of the original thereof.
- (e) **Scope.** The scope of the hearing shall be limited to the order, citation, decision, or determination being appealed, the grounds for relief raised in the notice of appeal and any specific requirements of this Code. The hearing officer may expand the scope of the hearing on a finding that it is necessary to ensure a fair process.
- (f) **Burden of Proof; Burden of Evidence.** Except where otherwise provided in this Code, the burden of proof and production of evidence shall be with the city. Except where otherwise provided in the Code, the burden of proof shall be preponderance of the evidence.
- (g) **Open to the Public.** All hearings shall be open to the public. Any interested person shall have the right to speak at the hearing subject to the hearing officer's right to exclude irrelevant and unduly repetitious evidence. Notwithstanding the above, the parties have the right to petition the hearing officer and the hearing officer may in his or her discretion accept submission of evidence outside the presence of the public, if such evidence would not be disclosable under the Public Records Act, California Gov't Code §§ 6250, et seq.
- (h) **Waiver of Rights.** The failure of the appellant or any interested party to raise an objection to the hearing officer either before or during the hearing of any defect in notice or procedure provided under the Code or at law or in equity shall be deemed a waiver of the defect. For purposes of a waiver of objection in this subsection, defect in procedure shall include a claim that the hearing officer is biased when facts regarding the claimed bias are known or readily discoverable by the appellant or interested party or have been published to the appellant or interested party by the city. An objection of bias of the hearing officer shall be raised to the City Manager.
- (i) **Failure of Appellant to Appear.** Unless otherwise provided in the Code, if the appellant fails to appear for the hearing at the time and place noticed, the hearing officer in his or her discretion may conduct the hearing to a conclusion or may dismiss the appeal. If the appeal is dismissed, the order, citation, decision, determination appealed from shall become final and effective on the date of the hearing. Upon a showing of good cause, the hearing officer may set aside his or her decision or dismissal upon the appellant's failure to appear and may reschedule the appeal for hearing.
- (j) **Recording.** Code Enforcement appeal hearings shall be digitally sound recorded and made available for inspection and copying in the City Clerk's Office or on the City Clerk's website. Additionally, the proceedings may also be recorded by a certified shorthand reporter. If an appellant requests a certified shorthand reporter the costs of the reporter shall be borne by the appellant.
- (k) **Ex parte communication.** Other than at the hearing, there shall be no direct oral communication between the parties and the hearing officer on any matter related to the hearing without both parties being present. Any written communication to the hearing officer by a party shall be copied and served to the other party.

SEC. 1-409. HEARING OFFICER AUTHORITY.

- (a) **Order of Attendance or Production.** At the request of either the city or the appellant, the hearing officer or the City Clerk shall, on behalf of the city, issue orders for attendance of witnesses at the hearing, or production of documents on a date certain. In no event shall the date for the production of documents be less than ten days after the date the order was issued. Failure by a party to comply with an order of attendance or production may be considered a violation of this Code and, at the petition of a party, the hearing officer may impose a civil fine of up to one hundred dollars (\$100) at the time of the hearing and may take such failure into consideration in making his or her determination of the hearing.
- (b) **Subpoenas.** At the request of either the city or the appellant, the hearing officer or the City Clerk shall, on behalf of the city, issue subpoenas for attendance of witnesses at the hearing or production of documents on a date certain. In no event shall the date for production of documents be less than ten days from the date the subpoena was issued. Disobedience of such subpoena or the refusal to testify, upon other than constitutional grounds, shall constitute a misdemeanor.
- (c) **Inspection of Premises.** The hearing officer may inspect the premises involved in the hearing at any time prior to a decision, to investigate or confirm the existence of the violation(s) or conditions which are on appeal, provided that:
 - (1) Consent is granted by a person with the lawful right to grant consent or an inspection warrant is obtained;
 - (2) Reasonable notice of such inspection is given to the owner before the inspection is made;
 - (3) The parties are given an opportunity to be present during the inspection;
 - (4) The hearing officer shall place in the record the material facts and the conclusions drawn from the inspection either orally at the time of the hearing or in writing after the hearing; and
 - (5) Each party then shall have a right to rebut or explain the matters so stated by the hearing officer for the record either at the hearing or by filing a written statement within ten calendar days after the hearing.
- (d) **Oaths.** The hearing officer shall have the power to administer oaths and affirmations.
- (e) **Procedures.** The hearing officer shall have the authority to establish procedures before or during a hearing consistent with this article and the Code for purposes of efficiency and order.
- (f) **Review Authority.** The hearing officer shall sit as the trier of fact and shall rule on questions of law and admissibility of evidence. The hearing officer may affirm, reverse, modify, or set aside the order, citation, decision, or determination appealed from or may delete or impose conditions as the facts and law warrant. The hearing officer may not increase a penalty or impose a harsher remedy beyond the penalty or remedy imposed under the order, citation, decision, or determination being appealed.

- (1) If the hearing officer finds any nuisance or legal violation set forth in the citation or notice and order is continuing and remains as of the time of the hearing, the hearing officer shall order the record owner and or occupants to repair or otherwise remedy the illegal condition within thirty days from the date of the order. The hearing officer shall set a hearing to occur between thirty and sixty days after the date of the order to confirm whether the record owner and or occupants have made all repairs or remedied all illegal conditions as ordered. If the owner and or occupants show at the subsequent hearing they have made substantial progress, but have not been able to complete repairs or remedy all illegal conditions for reasons beyond their control, the hearing shall be continued to a later date to allow sufficient time to complete repairs or remedy all illegal conditions as ordered. If it is shown at a subsequent hearing the record owner and or occupants have failed to fully repair or otherwise remedy the illegal conditions, the hearing officer shall order payment of double the maximum fines permitted in this code, as well as all allowable costs and fees. Additionally, the willful failure of the owner and or occupants to timely comply with the hearing officer's order shall be deemed a criminal violation and may be prosecuted as a misdemeanor in superior court, subject to fines and or imprisonment as set forth in Section 1502 of the Charter.
- (g) **Limitations.** The hearing officer shall not have authority to waive any requirements of the Code or law. The hearing officer is required to adhere to any citation amount set in the Code or Master Fee Schedule and may not increase or decrease the amount imposed on the parties, except in cases where the citation amount is more than \$100,000. In those cases alone, the Hearing Officer shall have authority to reduce the citation amount to a reasonable amount not below \$100,000 if, after a thorough legal analysis, the Hearing Officer finds the original citation amount is constitutionally excessive. The parties themselves maintain the discretion to reduce citation amounts in order to independently settle the dispute.
- (h) **Record keeper.** The city shall maintain the administrative record of the hearing and make it available upon request by either party. The record shall be maintained for two years from the date the case is closed and no further appeals are available under the Code or at law.

SEC. 1-601. - ENFORCEMENT OF LOCAL LAWS.

- (a) In investigating any matter where the City Charter, this Code or any other ordinance of the City grants or affords to the City Attorney the duty or power to investigate, enforce, or prosecute a matter, the City Attorney shall have the power to inspect, upon reasonable notice, all papers, books accounts, records, documents and other items that may be relevant to the City Attorney's investigation, enforcement action or prosecution.
- (b) The City Attorney shall also have the power to issue subpoenas for the attendance of witnesses, to compel their attendance and testimony, to administer oaths and affirmations, to take evidence, and to issue subpoenas for the production of any

papers, books, accounts, records, documents or other items that may be relevant to the City Attorney's investigation, enforcement action or prosecution.

- (c) The City Attorney may exercise these powers prior to or following the filing of any civil, criminal, or administrative action to the fullest extent permitted by law.

SEC. 1-602. - ENFORCEMENT OF FEDERAL OR STATE LAW.

- (a) Unless otherwise prohibited by federal or state law, in investigating, enforcing or prosecuting any matter where federal or state law grants or affords to the City Attorney, the duty or power to investigate, enforce, or prosecute any matter under federal or state law, the City Attorney shall have the power to inspect, upon reasonable notice, all papers, books, accounts, records, documents or other items that may be relevant to the City Attorney's investigation, enforcement action or prosecution.
- (b) The City Attorney shall also have the power to issue subpoenas for the attendance of witnesses, to compel their attendance and testimony, to administer oaths and affirmations, to take evidence, and to issue subpoenas for the production of any papers, books, accounts, records, documents or other items that may be relevant to the City Attorney's investigation, enforcement action or prosecution.
- (c) The City Attorney may exercise these powers prior to or following the filing of any civil, criminal, or administrative action to the fullest extent permitted by law. The City Attorney shall notify Council of all subpoenas issued.

SEC. 1-603. - ENFORCEMENT.

If any person refuses or fails to comply with a subpoena of the City Attorney issued pursuant to this Article, the City Attorney may petition any court of competent jurisdiction for an order compelling the person to attend and testify or produce the books, papers, records, accounts, documents, or other items required by the subpoena before the officer named in the subpoena.

SEC. 11-103. - CALIFORNIA RESIDENTIAL CODE.

The California Residential Code, 2025 Edition, which may be referred to in this Code as the CRC, as promulgated by the California Building Standards Commission, which incorporates the adoption of the 2024 edition of the of the International Residential Code as amended with necessary California amendments and the 2024 International Residential Code of the International Code Council, is adopted and incorporated by reference into the Fresno Building Code, except that in addition to Chapter 1 of the CRC, Chapter 1 of the Fresno Building Code shall apply to the administration of the CRC. The CRC, incorporated into the Code, shall be referred to as the Fresno Residential Code. For purposes of administering the Fresno Residential Code, all references in Chapter 1 of the Fresno Building Code to the "building code" or "code" shall mean and include the Fresno Residential Code. Where provisions of Chapter 1 of the Fresno Building Code overlap with provisions of Chapter 1 of the Fresno Residential Code, the Fresno Building Code controls. One copy of the CRC is on file and available for use by the public in Planning and Development Department, Building and Safety Services Division.

SEC. 11-307. - VIOLATIONS.

- (a) It shall be unlawful for any person, firm or corporation or other entity to erect, construct, enlarge, alter, repair, move, improve, remove, convert or demolish, equip, use, occupy or maintain any building or structure or cause or permit the same to be done in violation of this article. Each day that any building or lot is used, occupied or maintained contrary to any provisions of this article shall be deemed a separate offense.
- (b) Violations deemed a threat to health and safety as defined in this Code or pursuant to Health and Safety Code Section 17920.3 shall be penalized as set forth in the Master Fee Schedule.
- (c) Serial Violator
 - (1) Definitions. For purpose of this section, the following terms shall be defined as follows:
 - (i) Property Owner shall mean a person or entity with an ownership interest in a property and shall include all entities in which that person or entity has an ownership interest.
 - (ii) Citation shall be as defined in Section 1-308, whether resulting in bringing the property into compliance, a fine, or other remedy; Citation, for the purposes of this section alone, shall not include instances in which an issued citation results in the Property Owner prevailing upon an ultimate determination that there was no violation.
 - (2) Any Property Owner who receives at least one Citation for each of ten or more of its properties within a twelve-month period shall be deemed a Serial Violator.
 - (3) Following the tenth Citation, each subsequent Citation of any type at any property owned by Property Owner shall be penalized as follows:
 - (i) \$1,000 for the first violation.
 - (ii) \$5,000 for the second violation.
 - (iii) \$10,000 for the third and each subsequent violation, and/or the City Attorney may prosecute the third and each subsequent violation as a misdemeanor, with the maximum penalties as provided in the Charter and this Municipal Code.
 - (4) A Property Owner shall be considered a Serial Violator until the Property Owner has completed a twelve-month period with no Citations at any of its properties.

SEC. 11-308. - GENERAL.

No building or structure regulated by this article shall be erected, constructed, enlarged, altered, repaired, moved, improved, removed, converted or demolished without first obtaining all required permits and a separate permit for each building or structure from the Building Official in the manner and according to the applicable conditions prescribed

in his code. Time periods set forth in this article Supersede all other time allotments ordinarily permitted under the provisions of the Fresno Building Code.

SEC. 11-310. - INSPECTION.

Buildings or structures within the scope of this article and all construction or work for which a permit is required shall be subject to inspection by the Building Official in accordance with and in the manner provided by the Fresno Building Code.

SEC. 11-501. - SHORT TITLE.

This article shall be known and cited as the "Appeals Code." When used in this article "this article" means the Appeals Code.

SEC. 11-502. - PURPOSE.

The purpose of this article is to establish a uniform and consistent procedure for appeals from Notice and Orders served for violations of the Fresno Housing Regulations and the Dangerous Building Ordinance.

SEC. 11-503. - SCOPE.

The provisions of this code shall apply to appeals from Notice and Orders served pursuant to Chapter 11, Article 3 and Chapter 11, Article 4 of the Fresno Municipal Code.

SEC. 11-504. - BUILDING STANDARDS APPEALS BOARD.

- (a) **General.** In order to hear and decide appeals of orders, decisions or determinations made by the Building Official and/or Code Enforcement relative to the application and interpretations of the Housing Regulations (Chapter 11, Article 3) or the Dangerous Building Ordinance (Chapter 11, Article 4), there shall be and is hereby created a Building Standards Appeals Board consisting of members who are qualified by experience and training to pass upon matters pertaining to building construction and who are not employees of the jurisdiction. The Building Official shall be an ex officio member and shall act as secretary to said Board but shall have no vote upon any matter before the Board. The Building Standards Appeals Board shall be appointed by the Mayor and ratified by the governing body and shall hold office in four-year terms. Appeals to the Board shall be processed in accordance with Chapter 1, Article 4 of this Code and any Bylaws adopted by the Building Standards Appeals Board. If appointments to the Building Standards Appeals Board have not been made or the Building Standards Appeals Board is deemed to be inactive, all appeals of orders, decisions, or determinations made by the Building Official relative to the application and interpretations of the Housing Regulations (Chapter 11, Article 3) or the Dangerous Building Ordinance (Chapter 11, Article 4) shall be heard by the Hearing Officer pursuant to Chapter 1, Article 4.
- (b) **Limitations of Authority.** The Building Standards Appeals Board shall have no authority relative to interpretations of the administrative provisions of this article nor shall the Building Standards Appeals Board be empowered to waive requirements of any provisions of the Fresno Municipal Code.

SEC. 11-505. - EFFECT OF FAILURE TO APPEAL.

Failure of any person to file an appeal in accordance with the provisions of this article shall constitute a waiver of the right to an administrative hearing and adjudication of the Notice and Order or portion thereof. The provisions of this notice and order will become final

California Residential Code

SEC. R105 PERMITS.

R105.1 Required. Any owner or owner's authorized agent who intends to construct, enlarge, alter, repair, move, demolish or change the occupancy of a building or structure, or to erect, install enlarge, alter repair remove, convert or replace any electrical, gas mechanical or plumbing system the installation of which is regulated by this code, or to cause any such work to be performed shall first make application to the building official and obtain the required permit.

R105.5 Expiration. Every permit issued shall become invalid unless the work authorized by such permit is commenced within 180 days after its issuance or after commencement of work if more than 180 days pass between inspections.

R105.6 Suspension or Revocation. The building official is authorized to suspend or revoke a permit issued under the provisions of this code wherever the permit is issued in error or on the basis of incorrect, inaccurate or incomplete information, or in violation of any ordinance or regulation of any of the provisions of this code.

R106.1 Submittal Documents

Submittal documents consisting of construction documents, and other data shall be submitted in two or more sets, or in a digital format where allowed by the building official, with each application for a permit. The construction documents shall be prepared by a registered design professional where required by the statutes of the jurisdiction in which the project is to be constructed. Where special conditions exist, the building official is authorized to require additional construction documents to be prepared by a registered design professional.

Exception: The building official is authorized to waive the submission of construction documents and other data not required to be prepared by a registered design professional if it is found that the nature of the work applied for is such that reviewing of construction documents is not necessary to obtain compliance with this code.

R109.1 Types of Inspections

For on-site construction, from time to time the building official, upon notification from the permit holder or his agent, shall make or cause to be made any necessary inspections and shall either approve that portion of the construction as completed or shall notify the permit holder or his or her agent wherein the same fails to comply with this code. The enforcing agency upon notification of the permit holder or their agent shall within a reasonable time make the inspections set forth in Sections R109.1.1, R109.1.1.1,

R109.1.3, R109.1.4, R109.1.4.1, R109.1.4.2, R109.1.5, R109.1.5.1, R109.1.5.2, R109.1.5.3, R109.1.6, R109.1.6.1 and R109.1.6.2.

Note: Reinforcing steel or structural framework of any part of any building or structure shall not be covered or concealed without first obtaining the approval of the enforcing agency.

PROOF OF SERVICE

CCP §§ 1011, 1013, 1013a, 1013b, 2015.5 / FRCP 5(b)

STATE OF CALIFORNIA, COUNTY OF FRESNO

I am employed in the County of Fresno, State of California. I am over the age of 18 and not a party to the within action; my business address is 2600 Fresno Street, Fresno, CA 93721-3602. My electronic address is toni.hunter@fresno.gov.

On **August 4, 2026**, I served the document described as **City of Fresno's Appeal Packet** on the interested parties listed by causing delivery to be made in the mode of service indicated below:

Porter Mariechele
1347 E Shields Ave.
Fresno, CA 93704

■ (BY MAIL) I enclosed the document(s) listed above in a sealed envelope, addressed to the listed addressee(s), and deposited such envelope in the mail at Fresno, California. The envelope was mailed with postage thereon fully prepaid.

■ First-Class Mail

□ Certified Mail; Return Receipt Requested

I am "readily familiar" with the City of Fresno's practice of collection and processing correspondence for mailing. Under that practice it would be deposited with U.S. Postal Service on that same day with postage thereon fully prepaid at Fresno, California in the ordinary course of business. I am aware that on motion of the party served, service is presumed invalid if postal cancellation date or postage meter date is more than one day after date of deposit for mailing in affidavit.

□ (BY ELECTRONIC SERVICE) I electronically transmitted the document(s) listed above to the listed addressee(s). See Rules of Court, Rule 2.251 and CCP section 1010.6.

□ (BY OVERNIGHT COURIER) I enclosed the document(s) listed above in a sealed envelope, addressed to the listed addressee(s), and caused such envelope to be delivered to an overnight courier service for delivery to the listed addressee(s).

□ (BY POSTING) I caused to be posted a true copy of the document(s) listed above at the listed location(s).

□ (BY PERSONAL SERVICE) I enclosed the document(s) listed above in a sealed envelope, addressed to the listed addressee(s), and caused such envelope to be delivered by hand to the listed addressee(s).

I declare under penalty of perjury under the laws of the State of California that the above is true and correct. Executed on **August 4, 2026**, at Fresno, California.

Toni Hunter

Toni Hunter