

SAMPLE FILING LETTER

{Date}

California Building Standards Commission
Ordinance Filing
2525 Natomas Park Drive, Suite 130
Sacramento, California 95833-2936

RE: City of _____, Building Ordinance(s)

Ms. Mia Marvelli:

The City of _____ has adopted the current Building, Residential, Plumbing, Mechanical, Electrical, and .. Codes of the State of California.

The City of _____ has recommended changes and modifications to the Codes and have advised that certain said changes and modifications to the 2022 Editions of the California Building, Residential, and Electrical Codes are reasonably necessary due to local conditions in the City of _____ and have further advised that the remainder of said changes and modifications are of an administrative or procedural nature, or concern themselves with subjects not covered by the Code or are reasonably necessary to safeguard life and property within the City of _____.

The enclosed City Ordinance(s) is(are) for your files.

If additional information is desired please telephone this office at (____) ____-____.

Sincerely,

{Name}
Building Official

CERTIFIED MAIL