



ACTION REQUIRED: Contra Costa Smoke-free Multi-Unit Housing Law Effective July 1, 2019

Single Family Homes Not Included

LAMBAKIS JUSTIN TY
1423 MARLIN PL
DISCOVERY BAY CA 94505

June 1, 2019

Dear Contra Costa County Multi-Unit Housing Owner:

Please be informed that Multi-unit Housing in Unincorporated Contra Costa County is required to be 100% smoke-free effective July 1, 2019, including all owner-occupied units. The *Contra Costa County Secondhand Smoke Protections Ordinance* as amended in March 2018 prohibits smoking in multi-unit residence dwellings including apartments, condominiums, townhomes, and any multi-unit housing residence with two or more dwelling units. "Smoking", includes use of tobacco products, electronic smoking devices (e.g., electronic cigarettes, vape pens, Juuls), and marijuana.

This ordinance applies to the unincorporated areas of Contra Costa.

Our records show that you are the owner of the multi-unit housing residence located at 1423 MARLIN PL, Discovery Bay, 94505 that is impacted by the new law. Please note that if that residence is in fact a single family home and not a multi-unit housing residence, it is not included in this law.

Smoking is prohibited in the following areas of all multi-unit housing residences with 2 or more units in the unincorporated county:

- In 100% of all units of new and existing multi-unit housing residences
- Within 20 feet of doors, operable windows, air ducts, and ventilation systems of multi-unit housing units
- In common indoor and outdoor areas (e.g. laundry room, swimming pool)
- On all balconies, patios, decks and carports of multi-unit housing residences

ACTION REQUIRED BY JUNE 30, 2019

Owners, Operators or Managers are required by law to comply with the provisions listed below and to contact Contra Costa County staff to confirm that they are compliant. Complete the required information vis this link: tinyurl.com/CountySmokefreeMUH

What Owners, Operators or Managers Must Do:

- Every lease and other rental agreement for the occupancy of a dwelling unit in a multi-unit residence that is entered into, renewed, or continued month-to-month must include that smoking is prohibited in all dwelling units effective July 1, 2019.



- Disclose the policy for handling smoking complaints in effect at the multi-unit housing residence and provide a copy of that policy to each tenant along with every new lease or rental agreement for the occupancy of a unit in a multi-unit housing residence.
- Post “No Smoking” signs with letters of not less than one inch in height, or the international “No Smoking” symbol (consisting of a burning cigarette in a red circle with a red bar across it, see example to the right), visibly on the exterior of every building or other place where smoking is regulated. While not required by law, it may be helpful to add information to signage indicating that the use of electronic cigarettes is also prohibited in smoke-free areas. It is not required to post “no smoking” signage inside or on the doorway of any dwelling unit in a multi-unit residence.
- Do not allow ashtrays or other receptacles for disposing of smoking material where smoking is prohibited.
- Do not allow smoking in smoking prohibited areas.



Owners, Operators or Managers who fail to comply with the ordinance may face administrative fines of \$100 for the first violation, \$200 for the second violation within a year and \$500 for each additional violation within a year. Owners, Operators or Managers who fail to comply with this ordinance may be subject to other legal claims by tenants.

A full copy of the law, signage, sample lease addendum and other Owner, Operator or Manager resources, as well as information about the harmful effects of secondhand smoke exposure are available through the Contra Costa Health Services Tobacco Prevention Project’s website at <http://cchealth.org/tobacco/secondhand-smoke/>. Information about quitting smoking is available by calling the California Smoker’s Helpline at 1-800-NO-BUTTS or <https://www.nobutts.org/>

We look forward to working with you to create a healthy smoke-free environment in compliance with this law.

Sincerely,

Jen Grand-Lejano, MS
Tobacco Prevention Program
Contra Costa Health Services

