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CONTRA COSTA  
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597 Center Avenue, Suite 200  
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Ph (925) 313-6712  
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**WARNING LETTER**

Date

Name

Address

City, CA Zip

Re: Reported Secondhand Smoke Violation at [address, city]

Dear \_\_\_\_\_:

The Contra Costa County Tobacco Prevention Project has received a complaint regarding a violation of Contra Costa County Secondhand Smoke Protections Ordinance (Chapter Code 445-4) which was set in place to reduce secondhand smoke exposure among residents that affects all unincorporated communities of the Contra Costa County that took effect on July 1<sup>st</sup>, 2019.

As the property owner of \_\_\_\_\_, compliance with the law requires a no-smoking addendum be added to your property's lease and all new leases have a no-smoking clause within them. ALL tenants must be in compliance with the law by not smoking in their units, on balconies or patios of units, or in common areas of the property (i.e. laundry rooms, mailrooms, etc.) including outdoor common areas (i.e. parking lots/carports, stairwells, etc.). Additionally, signage must be **visibly** posted stating that smoking is prohibited within 20 feet of all doors, operable windows, vents and air ducts.

"No Smoking" signs, with letters of not less than one inch in height, or the use of the international "No Smoking" symbol (consisting of a burning cigarette in a red circle with a red bar across it) must be visibly posted in every building or other place where smoking is regulated by the owner, operator, manager, or other person having control of the building or other place. Should you need further instructions and materials, please refer to the Tobacco Prevention Project's website at: [www.cchealth.org/topics/tobacco](http://www.cchealth.org/topics/tobacco).

Possible fines may incur if reported smoking violations continues to occur at the **[named establishment]** located at **[address and city]**. It is the responsibility of all property owners and homeowners' associations to keep their tenants/residents protected from secondhand smoke by complying with this ordinance. Please communicate this smoke-free policy to your staff and residents by informing them that you need their cooperation to protect you from legal action.

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**\*\*URGENT: You have 30 DAYS to adhere to this warning to comply with the ordinance\*\***

\_\_\_\_\_ **Violation:** Tenants smoking in unit, outdoor unit space (patio/balcony), or in indoor/outdoor common area

**Details:**

\_\_\_\_\_ **Violation: No/insufficient “no-smoking” signage posted on buildings and/or in common areas (indoor and outdoor)**

Details:

Compliance plan of action:

\_\_\_\_\_ **Violation: Other**

Details:

Compliance plan of action:

**Compliance includes:**

1. Appropriate posting of “no-smoking” signs throughout property/removal of ash trays
2. Adding addendum and/or clause to the lease or owner paperwork
3. Communicate with the tenant/owner in violation
4. Send a letter to ALL tenants reiterating and/or clarifying the lease and law
5. At any point after the 30 days, County staff will conduct random compliance inspections

**Within 7 days of this notice, communicate with County staff:**

1. Complete “Compliance Form” (attached)
2. Copy of the dated letter sent to all tenants/owners

Questions or concerns? Contact Department of Public Health Tobacco Prevention Project at 925-313-6808 or [tobaccopreventionteam@cchealth.org](mailto:tobaccopreventionteam@cchealth.org). Thank you.