



## TOWN OF LOS GATOS

CIVIC CENTER  
110 E. MAIN STREET  
LOS GATOS, CA 95030

August 22, 2019

Theodore and Lauri Deffenbaugh  
16660 Cypress Way  
Los Gatos, CA 95030

### Administrative Warning (2<sup>nd</sup> notice)

Re: Code violation at 16660 Cypress Way, Los Gatos

The Town of Los Gatos Community Development Department has been made aware of/observed multiple code violations on the above referenced property. The violations consist of new buildings, retaining walls, grading, interior remodeling, electrical, plumbing, and Hvac on the referenced property without the benefit of a permit.

Please be advised that pursuant to Town Code Section 6.150.010 (R 105.1) Permit Required. Any owner or 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 done, shall first make application to the building official and obtain the required permit.

Pursuant to Town Code Section 12.20.010 Required. Except for the exemptions listed hereinafter, no person may grade or do grading work or perform any other land-disturbing or landfilling activity without first obtaining a grading permit.

Accordingly, we are asking you to schedule a meeting with Town Staff to discuss the scope of work and next steps by **September 6, 2019**. Please bring any construction documents that you may have. I can be reached at [ameyer@losgatosca.gov](mailto:ameyer@losgatosca.gov) or at 408-399-5746.

Respectfully yours,

Allen Meyer  
Code Compliance Officer  
Town of Los Gatos



***This Page  
Intentionally  
Left Blank***