

Commercial Property Reoccupancy Compliance Guide

What the Citrus Heights program requires of a vacant commercial building, what “continuous physical monitoring” actually means, and the documentation to assemble before you file. Prepared by Summit Force Security Group, a licensed California Private Patrol Operator (PPO #122730).

1. The program in one paragraph

Citrus Heights adopted its Commercial Property Reoccupancy Program in February 2026 (Citrus Heights Municipal Code Chapter 52). A commercial building or suite that sits unoccupied for more than **60 consecutive days** generally has to be registered with the program administrator. From that point the owner is expected to keep a reachable local contact, keep every opening secured, maintain the site, **show proof of active monitoring**, and pass a reoccupancy inspection before the space is tenanted again. The monitoring element is where most owners get caught out — it is not satisfied by a padlock and a For Lease sign.

2. Key definitions

Term	What it means in practice
Vacant commercial property	A commercial building or individual suite unoccupied for more than 60 consecutive days. Partial occupancy of a multi-suite center does not exempt the empty suites.
Continuous physical monitoring	Monitoring by a licensed security company that is physically on the property a minimum of four times every 24 hours . Not a camera feed, not a leasing-agent drive-by.
Approved on-site patrol	The patrol provider must be a licensed operator. In California that means a Private Patrol Operator licence (PPO) issued by BSIS, with BSIS-carded officers.
Secured opening	Every door, window, roll-up, loading door, roof hatch and utility room closed so the building cannot be entered — and kept that way between inspections.
Reoccupancy inspection	The inspection required before a new tenant takes possession. An incomplete compliance file is the common cause of delay.
Local contact	A named person reachable about the building who can actually respond to it — not an out-of-state asset-management inbox.

3. Does the monitoring requirement apply to your building?

The on-site patrol requirement is aimed at commercial properties **lacking** fire sprinkler, fire alarm or burglar alarm systems. Work through it in order:

- **Has the suite been empty more than 60 consecutive days?** If yes, registration is generally required — start there, regardless of monitoring method.
- **Does the building have a functioning fire sprinkler, fire alarm or burglar alarm system?** If yes and you can document it, four-times-daily patrol may not be mandatory.
- **Can you prove the system is functioning?** Monitoring certificate, current alarm contract, most recent fire sprinkler five-year or annual test record.

- **No system, or no documentation?** Continuous physical monitoring applies: a licensed security company on site at least four times every 24 hours, with records that show it happened.

Many owners with working alarm systems still add passes. An alarm reports an entry after it happens; an officer on a four-times-daily cycle deters the entry and documents the condition of the building for the file.

4. The four-pass cycle, written the way the code reads

Pass	Window	What gets documented
1	Evening close-down	Every door, roll-up, window, roof hatch and fence line photographed; daytime damage or a new opening flagged that night.
2	Late night	Perimeter cleared, trespass warnings issued and logged, law enforcement called where there is a crime to report.
3	Pre-dawn	Copper, wire, HVAC and converter theft window; interior-accessible areas walked where post orders allow.
4	Daylight condition	Blight check for the code side: graffiti, dumping, flyers, overgrowth and standing water, so abatement happens before a citation does.

5. Your compliance file — what to assemble

Documentation the program administrator or code enforcement can actually read:

- Program registration confirmation, with the date the 60-day vacancy clock started.
- Named local contact: person, mobile number, email, and who covers them after hours.
- Proof of monitoring method — alarm/sprinkler certificates, **or** a patrol contract naming a licensed PPO.
- GPS-stamped checkpoint scans showing each of the four daily passes and the time of each.
- Timestamped photographs of every secured opening, on every pass.
- Daily activity reports, emailed to owner, broker and property manager.
- Incident reports for police follow-up, insurers and unlawful-detainer support.
- A monthly compliance PDF formatted for submission — not a forwarded pile of emails.
- Certificate of insurance and PPO licence verification from your patrol provider.
- Site-condition record for the reoccupancy inspection: abatement dates, repairs, board-ups replaced.

6. Next steps — a working sequence

- **Week 1.** Confirm the vacancy start date for each suite and register anything past 60 days. Name the local contact in writing.
- **Week 1.** Walk the building and photograph every opening as it stands today — that is your baseline.
- **Week 1.** Pull alarm and sprinkler documentation. If it does not exist, assume patrol applies.
- **Week 2.** Put four-times-daily monitoring in place with a licensed operator and start the log immediately; proof of monitoring should predate your filing.
- **Week 2.** Abate the visible items — graffiti, dumping, overgrowth — before an inspector lists them.
- **Monthly.** File the compliance PDF and keep it with the registration record.

- **Before tenanting.** Book the reoccupancy inspection with the file complete, so the lease commencement date is not the thing that slips.

7. What non-compliance costs

Unregistered or unsecured buildings move into code enforcement: notices of violation, administrative citations that can escalate per day, abatement performed at the owner's cost, and cost-recovery liens recorded against the parcel. The lien surfaces at the worst possible moment, which is escrow. Separately, vacancy clauses narrow insurance coverage — documented licensed monitoring is what underwriters ask for when deciding whether to keep writing the building.

8. How Summit Force satisfies the requirement

- Licensed California Private Patrol Operator, **PPO #122730**, regulated by BSIS under the Department of Consumer Affairs; every officer holds a valid BSIS guard card with DOJ and FBI clearance.
- Four documented on-site checks per 24-hour cycle, GPS-stamped at fixed checkpoints.
- Dated compliance PDF built for submission as proof of continuous physical monitoring.
- Citrus Heights sits on routes we already run — patrol can start the same night inside the Sacramento metro radius.
- Flat monthly rate for a four-pass route; \$28–\$45 per officer hour where a property needs a standing post. No fuel, drive-time, dispatch or holiday surcharges.
- Certificate of insurance and licence verification issued with the proposal, not after the contract.

Talk to dispatch

1-800-823-5337 · summitsecuritysacramento.com/commercial-reoccupancy-citrus-heights · Regional ordinance comparison: summitsecuritysacramento.com/vacant-property-security

This guide is provided for general information by Summit Force Security Group, Private Security, and is not legal advice. Ordinance requirements change and are applied by the City of Citrus Heights; confirm current obligations with the program administrator or your counsel. Requirements described here track the city's published municipal code and program documents.