

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT  
DIVISION OF CODES AND STANDARDS**

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December 22, 2022

**INFORMATION BULLETIN 2022-12 (MP, SOP)**

**TO:** City and County Building Officials  
Local Enforcement Agencies  
Mobilehome Park Operators and Residents  
Special Occupancy Park Operators and Residents  
Interested Parties

**FROM:** Kyle Krause, Deputy Director  
Division of Codes and Standards

**SUBJECT:** **Mobilehome Park and Special Occupancy Park Local Enforcement Agency Assumption Process**

This Information Bulletin is issued pursuant to Senate Bill 1307 (Chapter 669, Statutes of 2022) and is intended to inform interested parties of the process for a city, county, or city and county (city/county) to assume enforcement responsibility for the Mobilehome Parks Act<sup>1</sup> and Special Occupancy Parks Act<sup>2</sup> (collectively "Acts") on behalf of the California Department of Housing and Community Development (HCD).

HCD is the statutorily designated enforcement agency<sup>3</sup> for mobilehome parks<sup>4</sup> and special occupancy parks<sup>5</sup> (collectively "parks"); however, the Acts, and regulations adopted pursuant thereto<sup>6</sup>, authorize a city/county to assume enforcement responsibility and become a local enforcement agency<sup>7</sup> (LEA) upon approval by HCD.

Any city/county considering assuming responsibility for the enforcement of the Acts is encouraged to review the requirements to become an LEA in the Acts and regulations<sup>8</sup>

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<sup>1</sup> Health and Safety Code (HSC) section 18200, *et seq.*

<sup>2</sup> HSC section 18860, *et seq.*

<sup>3</sup> HSC section 18207

<sup>4</sup> HSC section 18214

<sup>5</sup> HSC section 18862.43

<sup>6</sup> California Code of Regulations (CCR), title 25, chapters 2 and 2.2

<sup>7</sup> HSC sections 18300 and 18865

<sup>8</sup> HSC sections 18300, 18306, 18865, and 18865.7; CCR, title 25, sections 1004(f) and 2004(f)

and to review HCD [Information Bulletin 2008-10](#)<sup>9</sup> for an overview of state and local preemptions within parks.

The following is an overview of the process that must be followed for a city/county to become an LEA, however, any city/county interested in becoming an LEA is encouraged to seek advice from competent legal counsel for further clarification on procedural and legal obligations.

- Enact a local ordinance conforming to HCD's requirements<sup>10</sup>, including, but not limited to:
  - A written acknowledgment by the proposing city/county of the intention to assume responsibility for enforcement of the Acts and regulations.<sup>11</sup>
  - The name of the agency or agencies delegated enforcement responsibilities.<sup>12</sup>
  - A statement that the delegated enforcement agency will provide qualified personnel necessary to enforce the Acts and regulations and the number of employees assigned to the enforcement program.<sup>13</sup>
  - A copy of any contract, memorandum of understanding, or other document governing delegation of responsibilities and services to a local government agency other than the local government assuming responsibility for enforcement of the Acts and regulations.<sup>14</sup>
  - Adoption of the applicable schedule of fees pursuant to the Acts and regulations.<sup>15</sup>
  - A statement adopting the state program and objectives as outlined in the Acts and regulations.<sup>16</sup>
  - A description of existing parks within the local jurisdiction, including conditions and type of park.<sup>17</sup>
  - Specific local objectives, program plan, and timetable designed to achieve enforcement compliance.<sup>18</sup>
  - Effective date of proposed assumption of enforcement.<sup>19</sup>
- Complete a statement to confirm the city/county will use HCD forms<sup>20</sup>, as follows:
  - HCD 500A, Application for Permit to Operate
  - HCD 503B, Annual Permit to Operate

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<sup>9</sup> [www.hcd.ca.gov/docs/ib2008-10.pdf](http://www.hcd.ca.gov/docs/ib2008-10.pdf)

<sup>10</sup> CCR, title 25, sections 1004(a) and 2004(a)

<sup>11</sup> CCR, title 25, sections 1004(a)(1) and 2004(a)(1)

<sup>12</sup> CCR, title 25, sections 1004(a)(2) and 2004(a)(2)

<sup>13</sup> CCR, title 25, sections 1004(a)(3) and 2004(a)(3)

<sup>14</sup> CCR, title 25, sections 1004(a)(4) and 2004(a)(4)

<sup>15</sup> CCR, title 25, sections 1004(a)(5) and 2004(a)(5)

<sup>16</sup> CCR, title 25, sections 1004(a)(5)(A) and 2004(a)(5)(A)

<sup>17</sup> CCR, title 25, sections 1004(a)(5)(B) and 2004(a)(5)(B)

<sup>18</sup> CCR, title 25, sections 1004(a)(5)(C) and 2004(a)(5)(C)

<sup>19</sup> CCR, title 25, sections 1004(a)(6) and 2004(a)(6)

<sup>20</sup> CCR, title 25, sections 1004(c) and 2004(c)

- HCD 513B, Manufactured Home or Mobilehome Installation Acceptance
- HCD 513C, Certificate of Occupancy
- Ensure compliance with the verification of eligibility requirements to receive public benefits.<sup>21</sup>

A city/county proposing to assume enforcement responsibility must submit the valid ordinance and associated documents as identified in California Code of Regulations, title 25, sections 1004 and 2004, as applicable, to an HCD Area Office identified below not less than thirty (30) days before the designated effective date of assumption of enforcement responsibility.

HCD will review the documents and determine if the city/county meets the eligibility requirements to become an LEA. When HCD approves an LEA, that LEA is required to enforce the Acts and regulations in all parks within their jurisdiction.

**Note regarding conflicts:** When the requirements summarized in this Information Bulletin conflict with the requirements of the Acts and regulations, the requirements provided in the Acts and regulations shall prevail.

For additional information on this Information Bulletin, email [LEA@hcd.ca.gov](mailto:LEA@hcd.ca.gov) or contact one of HCD's Area Offices:

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<sup>21</sup> CCR, title 25, sections 1004(f) and 2004(f)