

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

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INFORMATION BULLETIN 2023-03 (SHL)

TO: City and County Building Officials
Local Code Enforcement Agencies
Local Fire Protection Districts
Interested Parties

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

SUBJECT: **Local Ordinances, Amendments, & Reports**

This Information Bulletin notifies all interested parties of the California Department of Housing and Community Development's (HCD's) new online web portal for the electronic submission of local building standards ordinances, amendments, and annual reports required by Assembly Bill 362 (Chapter 395, Statutes of 2021) (AB 362).

The Government Code¹ and Health and Safety Code² require cities, counties, cities and counties, or fire protection districts, when adopting specified local building standards or regulations by ordinance, to file a copy of the specific ordinance and supporting documentation with HCD. For more information regarding ordinance filing requirements please refer to:

- [Local Ordinances, Amendments, & Reports](https://www.hcd.ca.gov/building-standards/state-housing-law-program/local-ordinances): <https://www.hcd.ca.gov/building-standards/state-housing-law-program/local-ordinances>
- [Information Bulletin 2016-03](#)
- California Building Standards Commission's [Guide for Local Amendments of Building Standards](#)

Additionally, AB 362 mandates that each California city, county, or city and county submit a report of substandard homeless shelters to HCD by April 1 of each year. For information regarding AB 362 reporting guidelines, please refer to [Information Bulletin 2022-02](#).

¹ Government Code sections 65852.2, 8698.3, and 8698.4

² Health and Safety Code sections 13869.7, 17958.2, 17959, 13869.7, and 19100

HCD's local ordinance, amendment, and report web portal is designed to streamline the ordinance and AB 362 report submission process. Cities and counties are encouraged to submit ordinances through the web portal beginning January 1, 2024. HCD's local ordinance, amendment, and report web portal supports the following ordinance, amendment, and report submissions:

- Fire Protection District Amendments
- Emergency Housing Ordinances
- Limited-Density Owner-Built Rural Residential Ordinance
- Universal Design Ordinance
- Seismic Retrofit Standards/Ordinance
- AB 362 Homeless Shelter Annual Reports and Notifications

The local ordinance, amendment, and report web portal can be accessed through [Local Ordinances, Amendments, & Reports](https://www.hcd.ca.gov/building-standards/state-housing-law-program/local-ordinances): <https://www.hcd.ca.gov/building-standards/state-housing-law-program/local-ordinances>.

For questions regarding this Information Bulletin or technical assistance related to the web portal, please contact the State Housing Law Program at (800) 952-8356 or HCDBuildingStandards@hcd.ca.gov.