



**APPLICATION FOR PERMIT TO OPERATE**

(See Reverse Side for Instructions on Completing this Form)

**SECTION 1. TYPE OF PERMIT REQUESTED** (Check appropriate boxes)

Park ID No:   Original  Amended

Transfer of Owner/Operator  Change of Name or Address

Change in Number of Lots (Addition of lots requires local approvals)

Type of Park:  Mobilehome Park  Special Occupancy Park  Temporary Special Occupancy Park

DEPARTMENT USE ONLY	
Collection No.	_____
Date	_____
PTO Fee \$	_____
State Fee	_____
MH Lot Fee \$	_____
Lot Fee \$	_____
Amended PTO Fee \$	_____
Permit to Const.#	_____
TOTAL	_____

**SECTION 2. LOT INFORMATION**

Number of Lots	Conditional Uses
Mobilehome Lots: _____	Number of lots with an electrical system designed exclusively for:
Special Occupancy Lots With Drains: _____	<input type="checkbox"/> 50 amperes _____
Special Occupancy Lots Without Drains: _____	<input type="checkbox"/> 30 amperes _____
Total Lots: _____	<input type="checkbox"/> Other _____

**SECTION 3. PARK INFORMATION.** (All fields in this Section MUST be completed)

Park Name: \_\_\_\_\_ Telephone No: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Location \_\_\_\_\_  
(Street Address – DO NOT use P.O. Box)

City \_\_\_\_\_ State \_\_\_\_\_ County \_\_\_\_\_ Zip \_\_\_\_\_

Incorporated City  Unincorporated Area

Owner's Name \_\_\_\_\_ Telephone No. (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Mailing Address \_\_\_\_\_  
(Street or P.O. Box) (City) (State) (Zip)

**SECTION 4. MANAGER INFORMATION** (The Information in this section is optional)

Property Manager \_\_\_\_\_ Telephone Number (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Mailing Address \_\_\_\_\_  
(Street or P.O. Box) (City) (State) (Zip)

**SECTION 5. OWNER CERTIFICATION**

As owner of the park described above, I agree to all necessary inspections required to obtain a Permit to Operate. I also agree that this park shall be operated and maintained in accordance with the Health and Safety Code, Division 13, Part 2.1 and/or Part 2.3 the applicable provisions of Chapters 2 and/or 2.2 of the California Code of Regulations.

I certify under penalty of perjury under the laws of the State of California, that the information provided in this application is true and correct.

Executed on \_\_\_\_/\_\_\_\_/\_\_\_\_ at \_\_\_\_\_, \_\_\_\_\_  
(Date) (City) (State)

Required Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

**DEPARTMENT USE ONLY**

Signature of Inspector: \_\_\_\_\_ Date: \_\_\_\_\_

## INSTRUCTIONS

Complete sections 1 through 5. Submit all copies of this application with the appropriate fees as specified in the Health and Safety Code, Division 13, Parts 2.1 or 2.3 and the California Code of Regulations, Title 25, Chapter 2 or 2.2 to the appropriate area office:

### Northern Area

### Southern Area

Department of Housing and Community Development  
Northern Area Office  
9342 Tech Center Drive, Suite 550  
Sacramento, CA 95826  
(800) 952-8356

Department of Housing and Community Development  
Southern Area Office  
3737 Main Street, Suite 400  
Riverside, CA 92501-3337  
(800) 952-8356

### Section 1. Type of Permit Requested

Enter the park identification number issued by this Department.

Original: Check this box if this is the original request (newly constructed park) for a Permit to Operate this park.

Amended: Check this box if this is a request for an amended Permit to Operate and indicate the type of change that is being reported. When there is a change in the number of lots, enter the total number of lots in the space provided. The addition of lots to an existing park requires local approvals in accordance with sections 1032 or 2032 of Title 25 of the California Code of Regulations.

Check the appropriate box to indicate the type of park for which the permit to operate is being requested. For combination parks, more than one box may be checked.

### Section 2. Lot Information

Number of Lots - Provide the **total** number of lots within the park for each category listed. If a category does not apply, leave it blank. Enter a total of all lots in the space provided. This is the number of lots that will be shown on the Permit to Operate. **DO NOT** add lots or change existing categories without submitting approvals from the local jurisdiction in accordance with Sections 1032 or 2032 of Title 25 of the California Code of Regulations.

Conditional Uses - Check the appropriate box to indicate any conditional uses. For lots constructed with electrical systems designed exclusively for units of 50, or 30 amperes (California Code of Regulations, Section 1142). These lot numbers will appear on the Permit to Operate. Enter any other conditions on the use of the park as defined in Health and Safety Code, Sections 18205, 18300.1, 18862.13 and 18865.1.

### Section 3. Park Information (This section must be filled out completely)

Enter the name of the park as it should appear on the Permit to Operate.

Enter the park telephone number, including the area code.

Enter the location of the park. This is the **physical address**, do not use a P.O. Box or route number.

Check the appropriate box to indicate if the park is located in an incorporated city or unincorporated area.

Enter the name, telephone number, and mailing address of the park owner.

### Section 4. Manager Information (This section is optional, but recommended.)

Enter the park manager's name, phone number and mailing address.

### Section 4. Owner Certification

The signature of the park owner is required along with the owner's printed name. Also enter the date and place the form is signed.