March 8, 1999

Information Bulletin 99-01 (EH, MP)

TO: Employee Housing Local Enforcement Agencies
    Mobilehome Park Local Enforcement Agencies
    Division Staff

SUBJECT: Transfer of Employee Housing and Mobilehome Park Permit to Operate Oversight

The responsibility for the oversight of permits to operate subject to the Employee Housing Program and the Mobilehome Parks Program was previously managed through the Department’s Sacramento headquarters office. This responsibility was recently transferred to the Department’s area offices because of a newly implemented computerized system entitled the Codes And Standards Automated System (CASAS).

Your agency, as authorized by state law and acting on behalf of this Department, conducts inspections and issues permits to operate to operators of employee housing or mobilehome parks. As required by state law, you submit to the Department’s Sacramento headquarters office, the documentation and fees required.

Effective immediately all documentation and fees relative to permits to operate previously submitted to the Department’s Sacramento headquarters office must now be submitted to the appropriate Department area office having oversight responsibility for your county. This documentation includes copies of applications for permit to operate, permits to operate, certificates of non-occupancy, and correspondence pertaining to these matters. Additionally, the issuance of identification numbers for new employee housing facilities or new mobilehome parks is now overseen by the Department area office having oversight responsibility for your county.
In order to support your agency in this transfer, attached to this Information Bulletin is a list providing the Department’s area office locations, telephone and fax numbers and the name of the contact person(s) at each area office. This information is listed in headings as Northern Area Office and Southern Area Office with each county identified below the area office heading.

Employee Housing enforcement agencies will continue to submit the required annual statistical report mandated by Health and Safety Code Section 17031.8 to the Employee Housing Program office in the Department’s Sacramento headquarters office.

Please note that all files previously maintained at the Sacramento headquarters office have been relocated to the appropriate area office and no file records are available at headquarters. Questions regarding this Information Bulletin should be directed to the contact person(s) at the area office assigned to your county. Please refer to the appropriate address and telephone number listed in the attachment in order to reach your contact person.

Norman Sorensen
Deputy Director

Attachment
NORTHERN AREA OFFICE
Department of Housing and Community Dev.
Division of Codes and Standards
8911 Folsom Blvd.
Sacramento CA 95826

Telephone: (916) 255-2501
FAX: (916) 255-2535

Contact Persons:
• Mobilehome Parks: Patrice Vaughn-Owens
• Employee Housing: Lola Amaro
• Both Programs: Gloria Clark

County | County ID
--- | ---
Alameda | 01
Alpine | 02
Amador | 03
Butte | 04
Calaveras | 05
Colusa | 06
Contra Costa | 07
Del Norte | 08
El Dorado | 09
Glenn | 11
Humboldt | 12
Lake | 17
Lassen | 18
Madera | 20
Marin | 21
Mariposa | 22
Mendocino | 23
Merced | 24
Modoc | 25
Monterey | 27
Napa | 28
Nevada | 29
Placer | 31
Plumas | 32
Sacramento | 34
San Benito | 35
San Francisco | 38
San Joaquin | 39
San Mateo | 41
Santa Clara | 43
Santa Cruz | 44
Shasta | 45
Sierra | 46
Siskiyou | 47
Solano | 48
Sonoma | 49
Stanislaus | 50
Sutter | 51
Tehama | 52
Trinity | 53
Tuolumne | 55
Yolo | 57
Yuba | 58

SOUTHERN AREA OFFICE
Department of Housing and Community Dev.
Division of Codes and Standards
3737 Main Street, Suite 400
Riverside CA 92501

Telephone: (909) 782-4420
FAX: (909) 782-4437

Contact Persons:
• Mobilehome Parks: Sonja Ramirez
• Employee Housing: Margaret Rodriguez
• Both Programs: Lois Honey

County | County ID
--- | ---
Fresno | 10
Imperial | 13
Inyo | 14
Kern | 15
Kings | 16
Los Angeles | 19
Mono | 26
Orange | 30
Riverside | 33
San Bernadino | 36
San Diego | 37
San Luis Obispo | 40
Santa Barbara | 42
Tulare | 54
Ventura | 56