Division of Codes and Standards

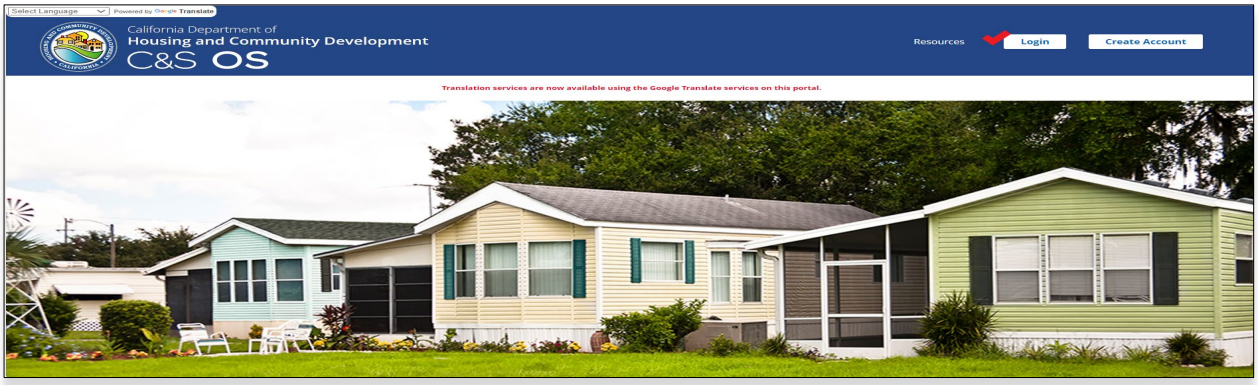
Codes and Standards Online Services (C&S OS)

Enforcement Agency– Park Validation Application

NOTE: If you have not yet created a Local Enforcement Agency Account, please review the instructions for creating a Local Enforcement Agency Account. You must create an account in order to complete the Local Enforcement Park Validation Application, which is necessary to validate and update the park information for parks within your jurisdiction.

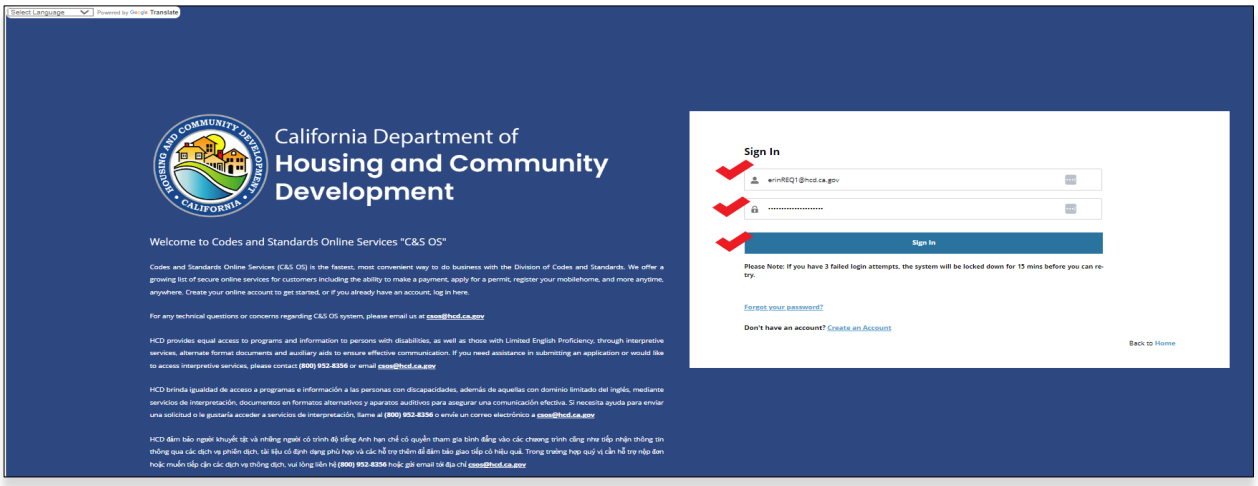
Login

- Open HCD C&S OS portal using the following URL: Home (site.com) and click the **Login** button.



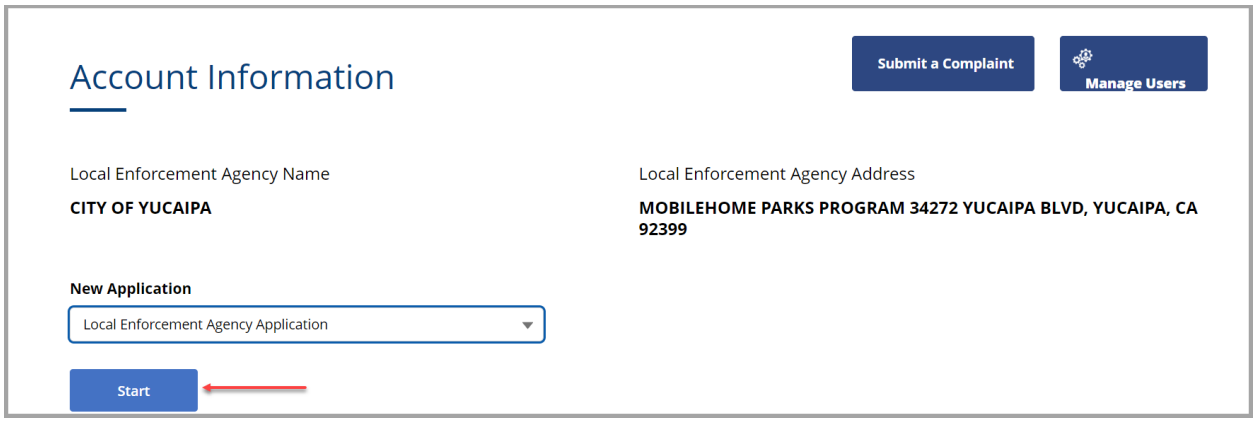
- Enter your username and password that you created during account creation. **Please check your email account if you forgot your username.**

  NOTE: If you forgot the password, click on the **Forgot your password** link, and follow the instructions to reset your password.

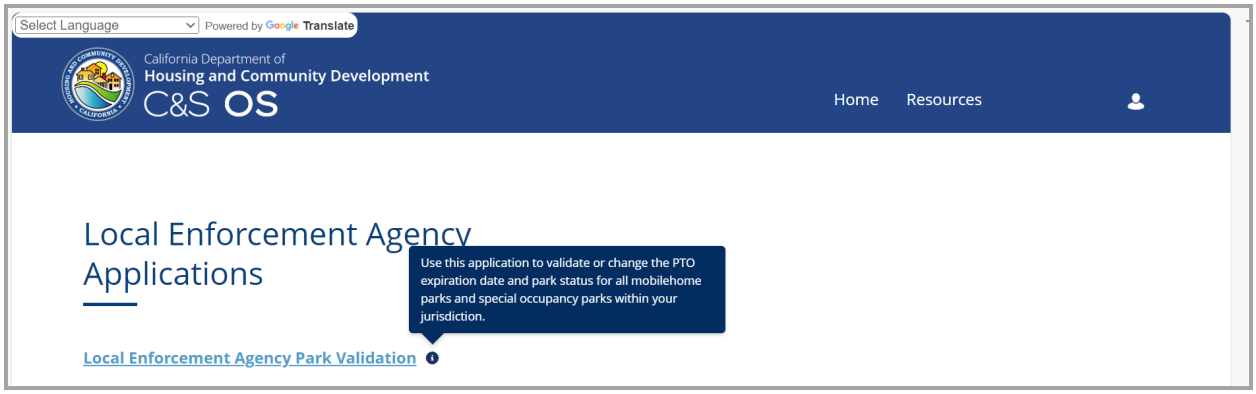


Enforcement Agency– Park Validation Application

- After signing in as a Local Enforcement Agency user, select the **New Application** drop down arrow, then select **Local Enforcement Agency Application**.
- Select the **Start** button to proceed to the Local Enforcement Agency Application.



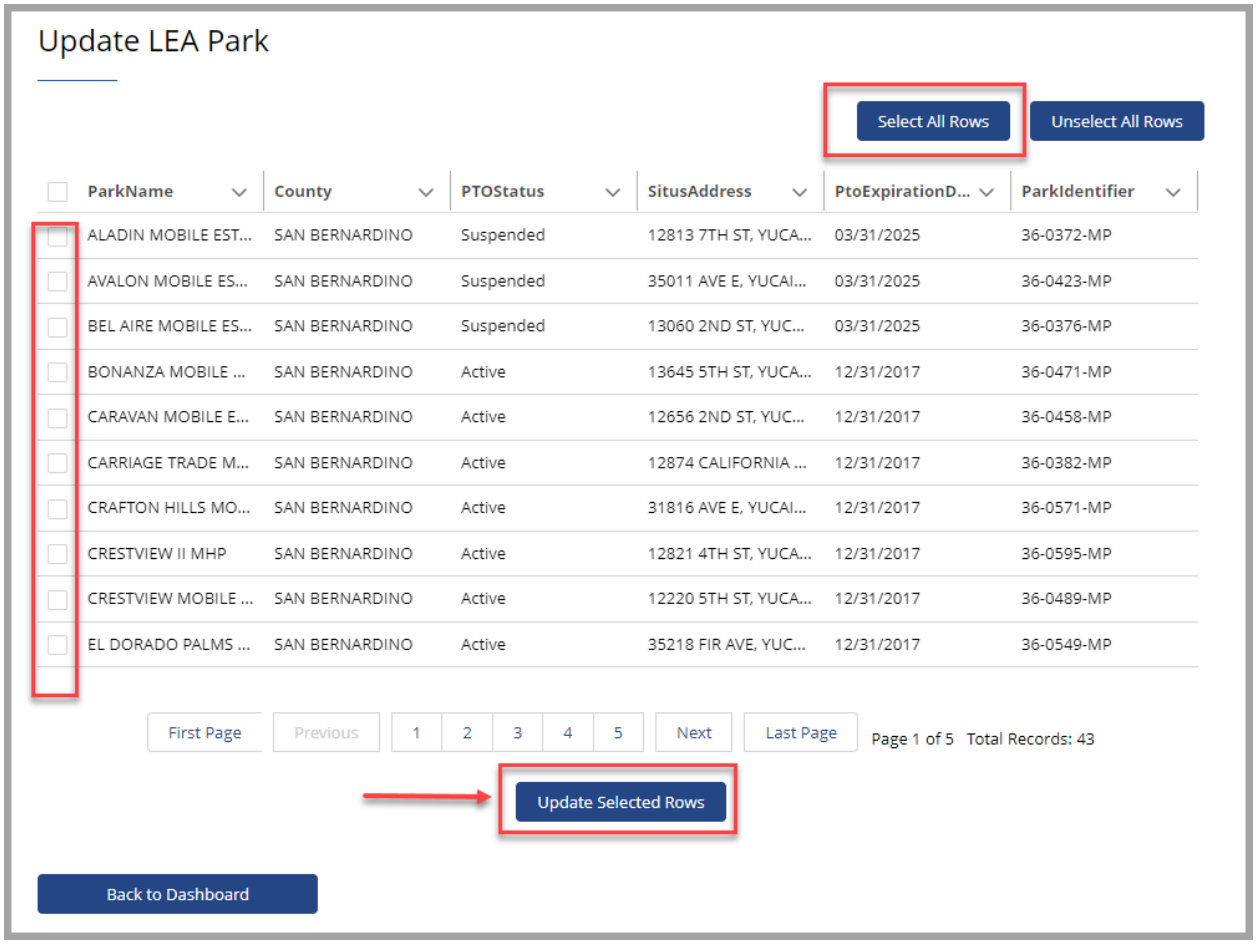
- On the Local Enforcement Agency Applications screen, select the **Local Enforcement Agency Park Validation** application link.



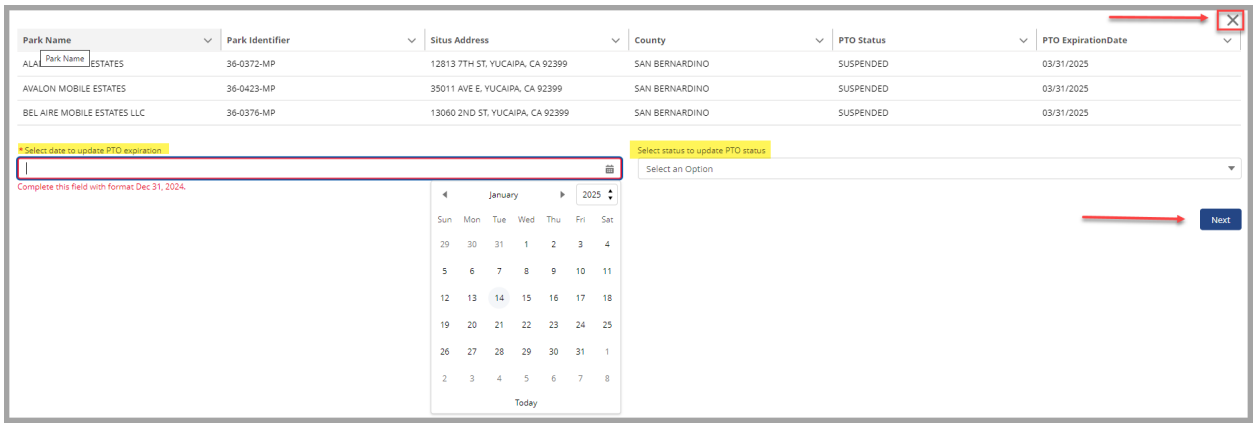
- The next screen will show you a list of parks within your jurisdiction based on the Local Enforcement Agency (LEA) account name that was selected when you created the LEA account.
- To **update all parks** within your jurisdiction, you can click the **Select All Rows** button to check all parks, then select the **Update Selected Rows** button to proceed to the next screen.

  For example, in the screenshot below, if you select all rows, the systems will select all 43 Parks listed in the application.

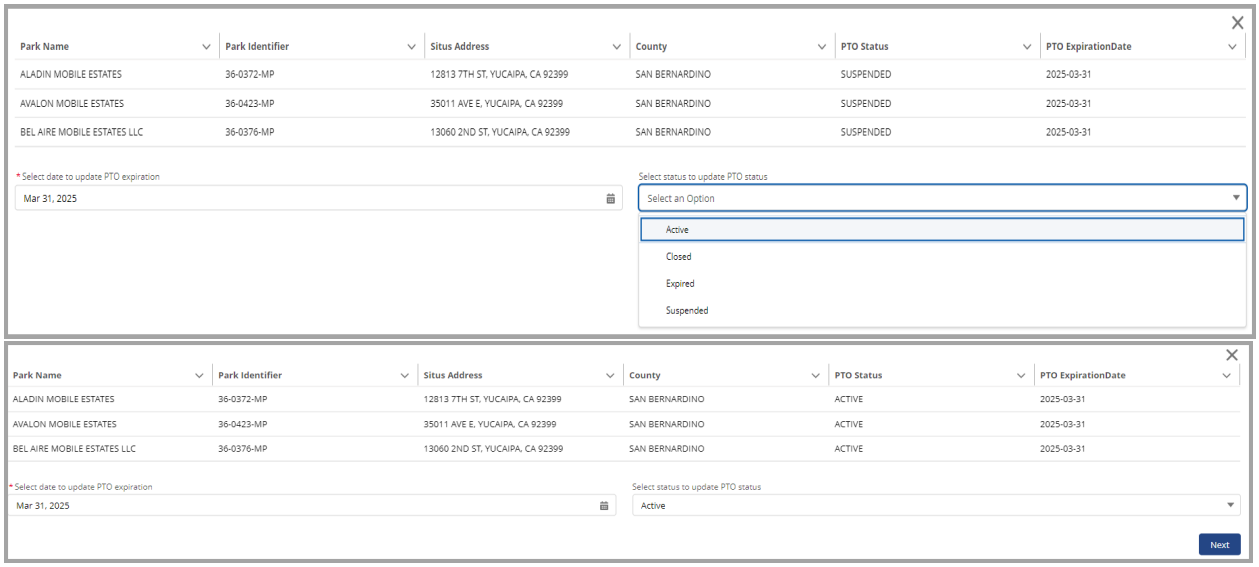
- To **update parks individually**, you may review the park list and select the check box of the park that needs to be updated, then select the **Update Selected Rows** button to proceed to the next screen.



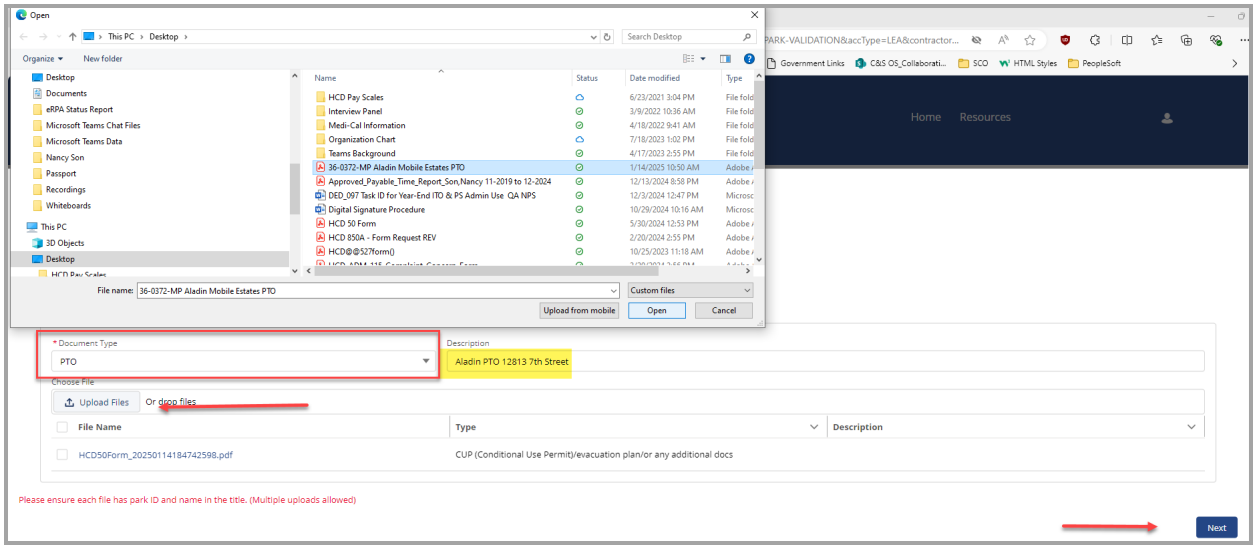
- If you forget to select a specific park or accidentally select the incorrect park to update, then you can select the **X** button on the top right to close the screen and return to the previous page to restart your park selection.
- Update the PTO Expiration date for the selected parks, by entering the date or selecting the calendar icon to input the date of expiration.

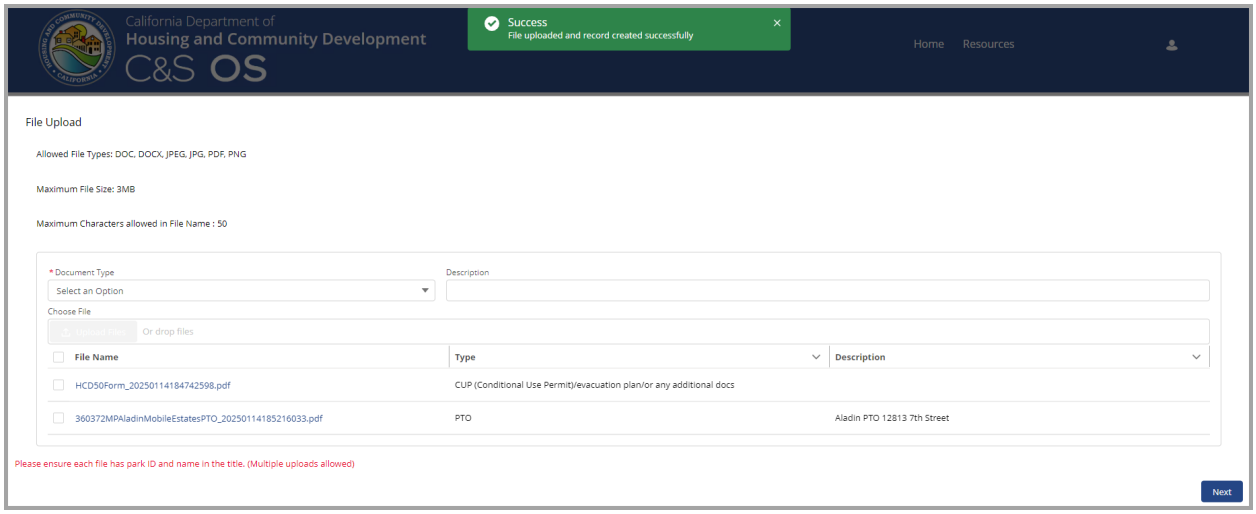


- Next, select one of the following PTO Statuses**: Active, Closed, Expired, or Suspended**. Once you select a status, the PTO Status column will update to the selected status. Then click the **Next** button to proceed.

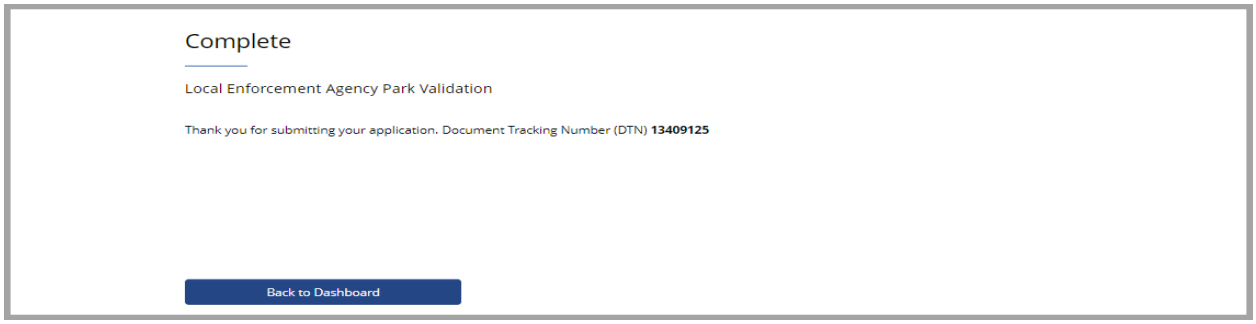
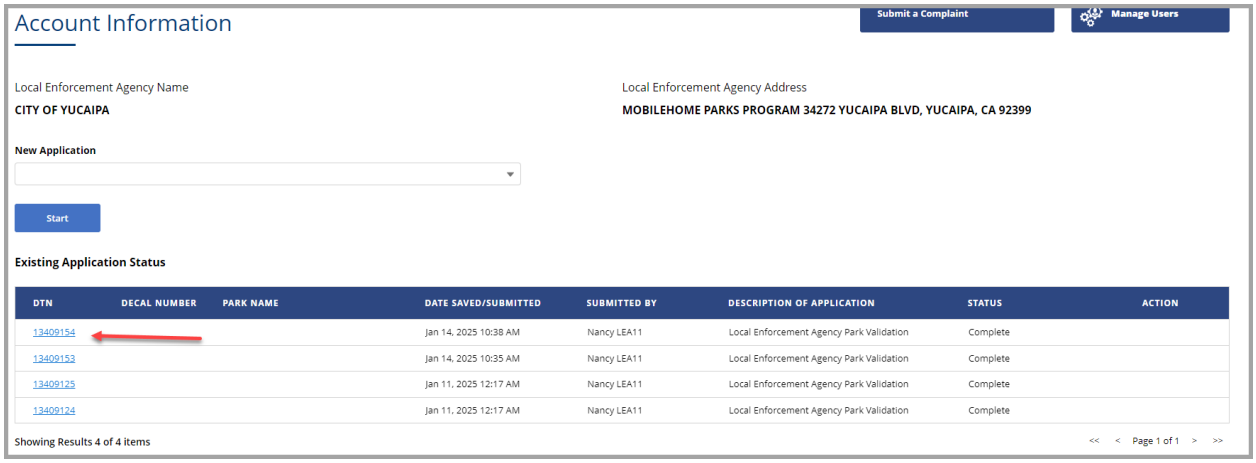
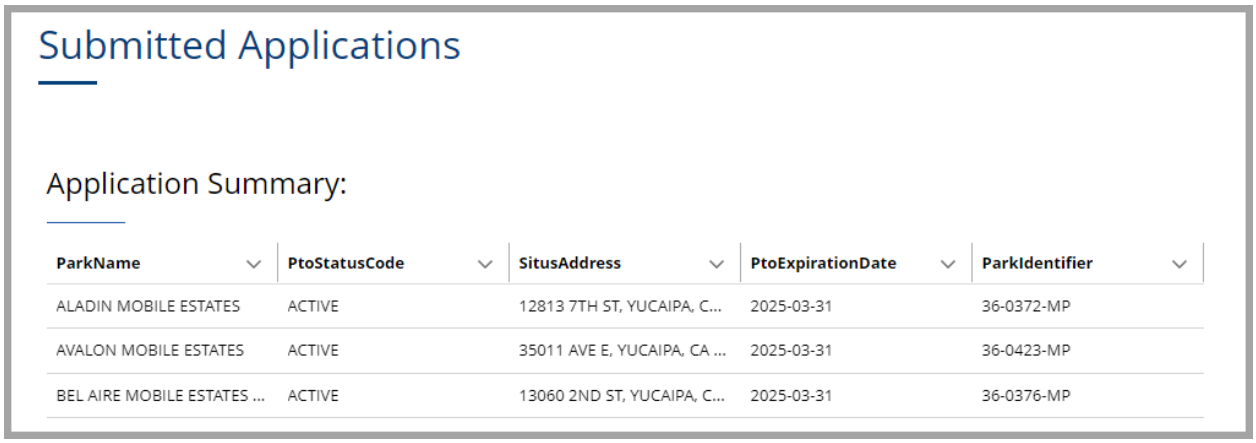


- On the **File Upload** screen, click the **Upload Files** button to attach the applicable Permit to Operate, Private Fire Hydrant Certification Form, Conditional Use Permit (CUP), Emergency Evacuation Plan, or any additional documents.
- Select a document type and input a description.
- Each document attached **MUST** include the **Park ID** and **Park Name** in the upload title.
- Select the **Next** button to complete the Local Enforcement Agency Park Validation application.





- You will see the document tracking number (DTN) as your confirmation number.
- Select the **Back to Dashboard** button to return to your dashboard.



- Once submitted, you may select the DTN hyperlink under the **Existing Application Status** in the Complete status. Click the DTN hyperlink to review your submitted application.