



## 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.

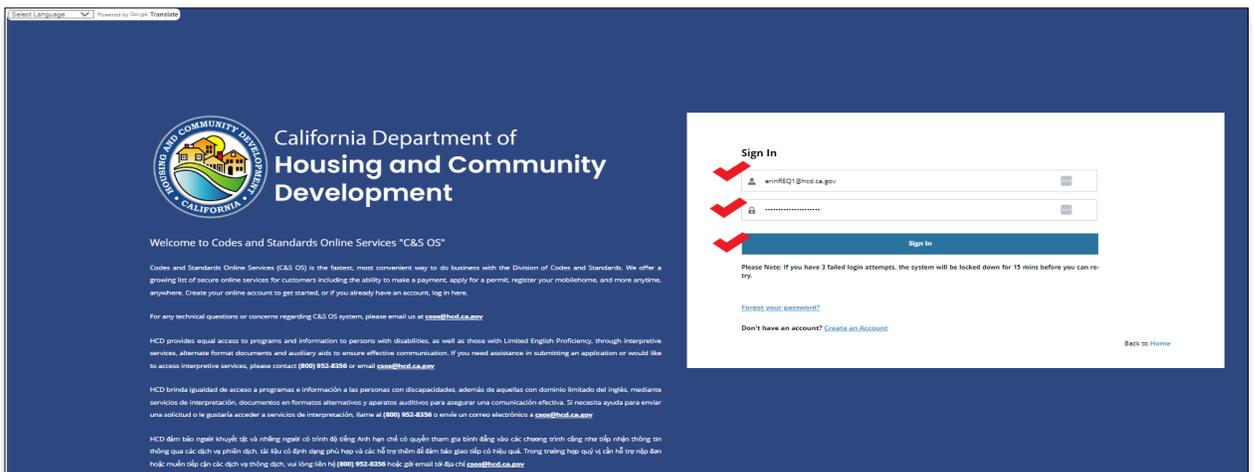
### Login

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



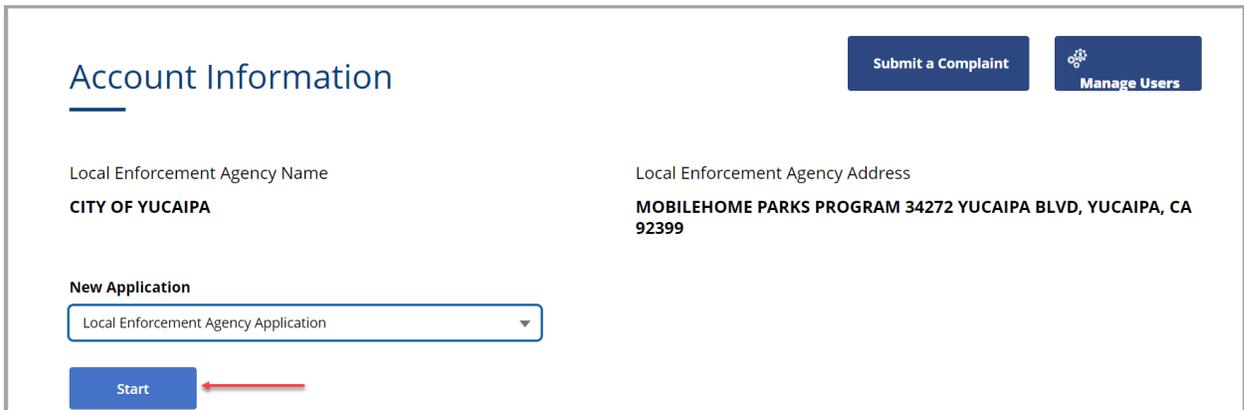
- Enter your username and password that you created during account creation. **Please check your email account if you forgot your username.**

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



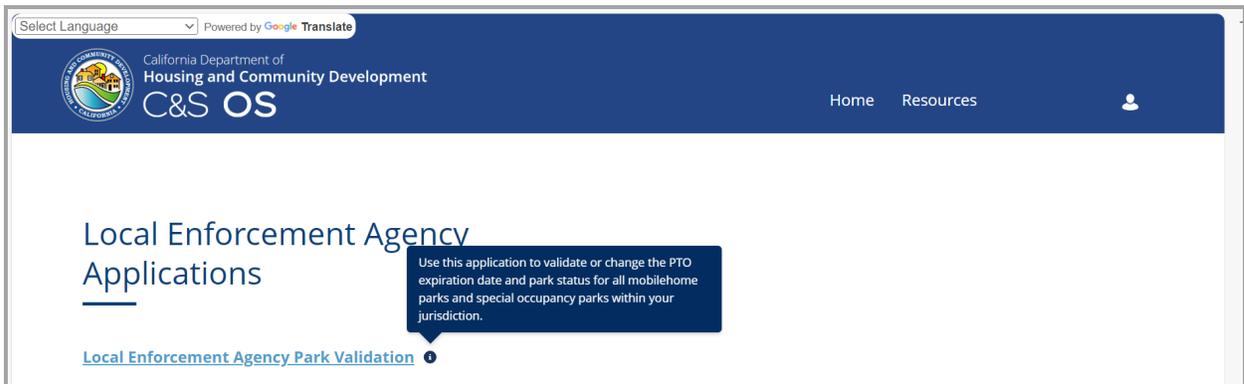
## Enforcement Agency– Park Validation Application

- 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.



The screenshot shows the 'Account Information' page. At the top right, there are two buttons: 'Submit a Complaint' and 'Manage Users'. Below the title, there are two columns of information. The left column is labeled 'Local Enforcement Agency Name' and contains the text 'CITY OF YUCAIPA'. The right column is labeled 'Local Enforcement Agency Address' and contains the text 'MOBILEHOME PARKS PROGRAM 34272 YUCAIPA BLVD, YUCAIPA, CA 92399'. Below this information, there is a section titled 'New Application' with a dropdown menu currently showing 'Local Enforcement Agency Application'. At the bottom left of this section is a blue 'Start' button, which is pointed to by a red arrow.

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



The screenshot shows the 'Local Enforcement Agency Applications' page. At the top, there is a navigation bar with a 'Select Language' dropdown, 'Powered by Google Translate', the California Department of Housing and Community Development logo, and the text 'C&S OS'. There are also links for 'Home' and 'Resources', and a user profile icon. The main content area features the title 'Local Enforcement Agency Applications' and a blue callout box that reads: 'Use this application to validate or change the PTO expiration date and park status for all mobilehome parks and special occupancy parks within your jurisdiction.' Below the title is a link for 'Local Enforcement Agency Park Validation' with an information icon.

- 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.

The screenshot displays the 'Update LEA Park' interface. At the top right, there are two buttons: 'Select All Rows' (highlighted with a red box) and 'Unselect All Rows'. Below these is a table with the following columns: ParkName, County, PTOStatus, SitusAddress, PtoExpirationD..., and ParkIdentifier. The table lists 10 parks, all from SAN BERNARDINO county. The first two rows are 'Suspended', while the others are 'Active'. A vertical red box highlights the checkboxes in the first column of the table. Below the table is a pagination control with buttons for 'First Page', 'Previous', '1', '2', '3', '4', '5', 'Next', and 'Last Page'. The text 'Page 1 of 5 Total Records: 43' is displayed. At the bottom center, the 'Update Selected Rows' button is highlighted with a red box and an arrow pointing to it. At the bottom left, there is a 'Back to Dashboard' button.

<input type="checkbox"/>	ParkName	County	PTOStatus	SitusAddress	PtoExpirationD...	ParkIdentifier
<input type="checkbox"/>	ALADIN MOBILE EST...	SAN BERNARDINO	Suspended	12813 7TH ST, YUCA...	03/31/2025	36-0372-MP
<input type="checkbox"/>	AVALON MOBILE ES...	SAN BERNARDINO	Suspended	35011 AVE E, YUCAI...	03/31/2025	36-0423-MP
<input type="checkbox"/>	BEL AIRE MOBILE ES...	SAN BERNARDINO	Suspended	13060 2ND ST, YUC...	03/31/2025	36-0376-MP
<input type="checkbox"/>	BONANZA MOBILE ...	SAN BERNARDINO	Active	13645 5TH ST, YUCA...	12/31/2017	36-0471-MP
<input type="checkbox"/>	CARAVAN MOBILE E...	SAN BERNARDINO	Active	12656 2ND ST, YUC...	12/31/2017	36-0458-MP
<input type="checkbox"/>	CARRIAGE TRADE M...	SAN BERNARDINO	Active	12874 CALIFORNIA ...	12/31/2017	36-0382-MP
<input type="checkbox"/>	CRAFTON HILLS MO...	SAN BERNARDINO	Active	31816 AVE E, YUCAI...	12/31/2017	36-0571-MP
<input type="checkbox"/>	CRESTVIEW II MHP	SAN BERNARDINO	Active	12821 4TH ST, YUCA...	12/31/2017	36-0595-MP
<input type="checkbox"/>	CRESTVIEW MOBILE ...	SAN BERNARDINO	Active	12220 5TH ST, YUCA...	12/31/2017	36-0489-MP
<input type="checkbox"/>	EL DORADO PALMS ...	SAN BERNARDINO	Active	35218 FIR AVE, YUC...	12/31/2017	36-0549-MP

- 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.

Park Name	Park Identifier	Situs Address	County	PTO Status	PTO ExpirationDate
ALA [Park Name] ESTATES	36-0372-MP	12813 7TH ST, YUCAIPA, CA 92399	SAN BERNARDINO	SUSPENDED	03/31/2025
AVALON MOBILE ESTATES	36-0423-MP	35011 AVE E, YUCAIPA, CA 92399	SAN BERNARDINO	SUSPENDED	03/31/2025
BEL AIRE MOBILE ESTATES LLC	36-0376-MP	13060 2ND ST, YUCAIPA, CA 92399	SAN BERNARDINO	SUSPENDED	03/31/2025

\* Select date to update PTO expiration  
 Complete this field with format Dec 31, 2024.

Select status to update PTO status  
 Select an Option

Next

- 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.

Park Name	Park Identifier	Situs Address	County	PTO Status	PTO ExpirationDate
ALADIN MOBILE ESTATES	36-0372-MP	12813 7TH ST, YUCAIPA, CA 92399	SAN BERNARDINO	SUSPENDED	2025-03-31
AVALON MOBILE ESTATES	36-0423-MP	35011 AVE E, YUCAIPA, CA 92399	SAN BERNARDINO	SUSPENDED	2025-03-31
BEL AIRE MOBILE ESTATES LLC	36-0376-MP	13060 2ND ST, YUCAIPA, CA 92399	SAN BERNARDINO	SUSPENDED	2025-03-31

\* Select date to update PTO expiration  
 Mar 31, 2025

Select status to update PTO status  
 Select an Option

Active  
 Closed  
 Expired  
 Suspended

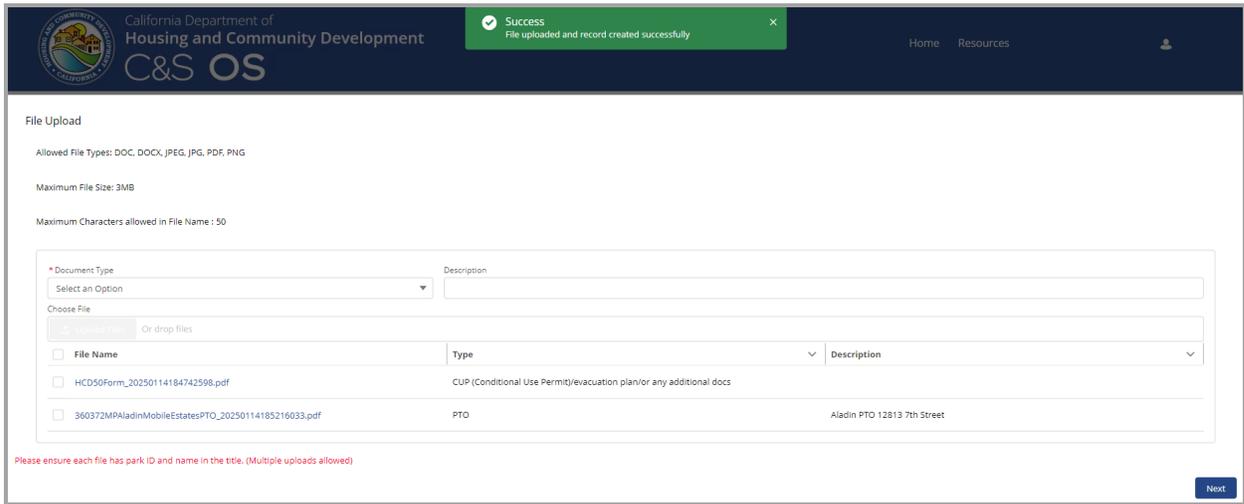
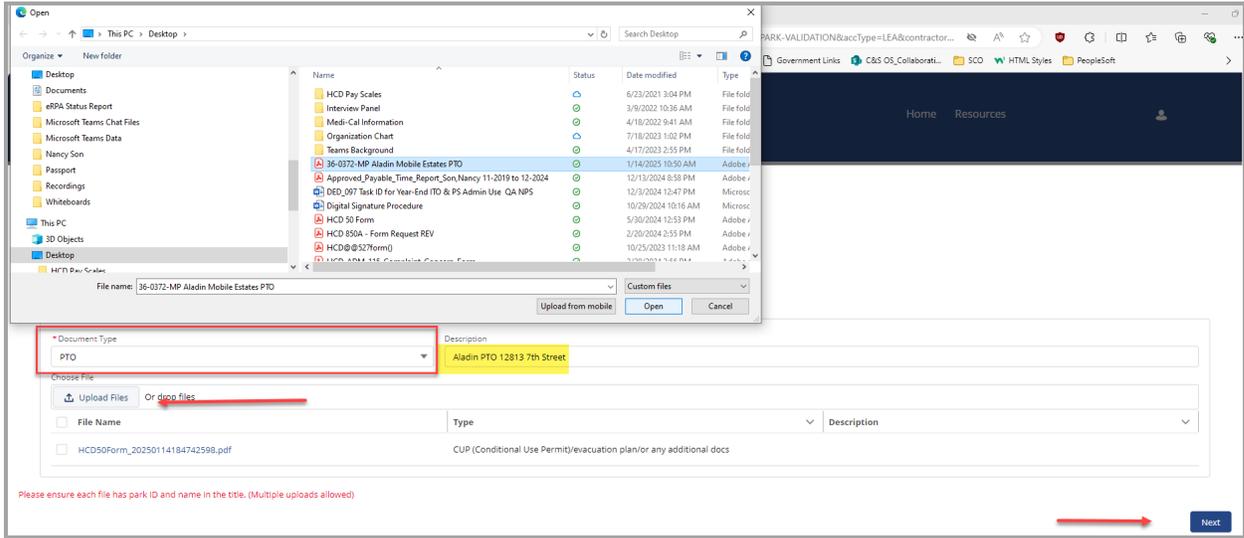
Park Name	Park Identifier	Situs Address	County	PTO Status	PTO ExpirationDate
ALADIN MOBILE ESTATES	36-0372-MP	12813 7TH ST, YUCAIPA, CA 92399	SAN BERNARDINO	ACTIVE	2025-03-31
AVALON MOBILE ESTATES	36-0423-MP	35011 AVE E, YUCAIPA, CA 92399	SAN BERNARDINO	ACTIVE	2025-03-31
BEL AIRE MOBILE ESTATES LLC	36-0376-MP	13060 2ND ST, YUCAIPA, CA 92399	SAN BERNARDINO	ACTIVE	2025-03-31

\* Select date to update PTO expiration  
 Mar 31, 2025

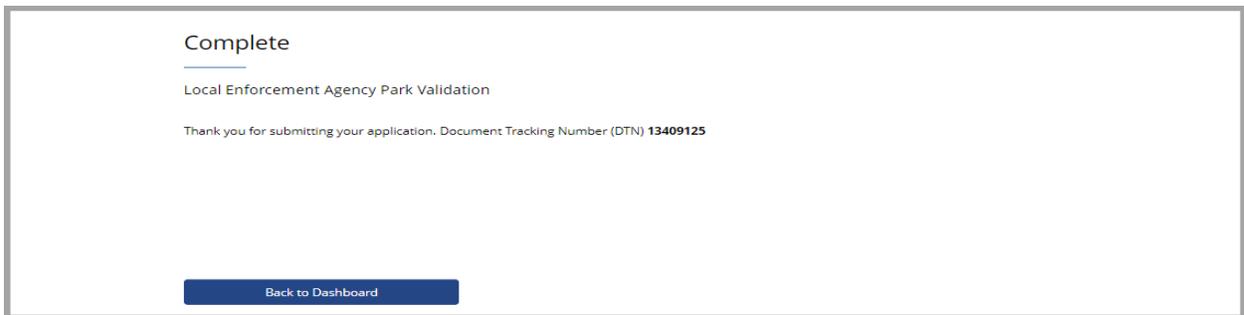
Select status to update PTO status  
 Active

Next

- 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.

Account Information Submit a Complaint Manage Users

Local Enforcement Agency Name: CITY OF YUCAIPA  
 Local Enforcement Agency Address: MOBILEHOME PARKS PROGRAM 34272 YUCAIPA BLVD, YUCAIPA, CA 92399

New Application:

Existing Application Status

DTN	DECAL NUMBER	PARK NAME	DATE SAVED/SUBMITTED	SUBMITTED BY	DESCRIPTION OF APPLICATION	STATUS	ACTION
<a href="#">13409154</a>			Jan 14, 2025 10:38 AM	Nancy LEA11	Local Enforcement Agency Park Validation	Complete	
<a href="#">13409153</a>			Jan 14, 2025 10:35 AM	Nancy LEA11	Local Enforcement Agency Park Validation	Complete	
<a href="#">13409125</a>			Jan 11, 2025 12:17 AM	Nancy LEA11	Local Enforcement Agency Park Validation	Complete	
<a href="#">13409124</a>			Jan 11, 2025 12:17 AM	Nancy LEA11	Local Enforcement Agency Park Validation	Complete	

Showing Results 4 of 4 items << < Page 1 of 1 > >>

## Submitted Applications

Application Summary:

ParkName	PtoStatusCode	SitusAddress	PtoExpirationDate	ParkIdentifier
ALADIN MOBILE ESTATES	ACTIVE	12813 7TH ST, YUCAIPA, C...	2025-03-31	36-0372-MP
AVALON MOBILE ESTATES	ACTIVE	35011 AVE E, YUCAIPA, CA ...	2025-03-31	36-0423-MP
BEL AIRE MOBILE ESTATES ...	ACTIVE	13060 2ND ST, YUCAIPA, C...	2025-03-31	36-0376-MP