

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

2020 W. El Camino Avenue, Suite 200, Sacramento, CA 95833
P.O. Box 1407, Sacramento, CA 95812-1407
(916) 445-9471 / FAX (916) 263-5348
From TDD Phones 1-800-735-2929
www.hcd.ca.gov

**EMPLOYEE HOUSING REQUESTED INSPECTION DATE**

Dear Employee Housing Facility Operator:

Regulations for the Employee Housing Program require the Department of Housing and Community Development (HCD) inspect employee housing facilities within 45 days following receipt of an application for a Permit to Operate. However, the Department is aware that a majority of the employee housing facilities are operated only during certain times of the year.

In order for the Department to best schedule inspections of employee housing facilities and to provide better service to owners/operators, we are requesting the following information, whether your employee housing facility is operated temporarily, seasonally or year-round:

1. Facility ID #: _____
2. Facility Address: _____

3. Anticipated date(s) of occupancy: _____
(Write "YEAR-ROUND" if applicable)
4. Approximate date of requested inspection: _____
(Must be at least 45 days prior to anticipated occupancy date)
5. Telephone number for scheduling inspection: _____

On the reverse side of this form are instructions for providing directions to locate your employee housing facility. After completing the reverse side of this form, and providing the information requested above, attach this letter to the "Application For A Permit To Operate" (Form HCD 204) and return them, along with payment, to the following address:

HCD – Employee Housing Program
PO Box 1407
Sacramento, CA 95812

Date _____

Facility ID#: _____

Please provide directions below for locating your employee housing facility. The completed map will assist the inspector to locate the employee housing facility, as well as the facility's responsible person, in a timely and effective manner.

1. Identify all nearby roads and freeways.
2. Indicate any on-site driveways or access roads that lead to the area the employee housing facility is located.
3. Identify helpful markers.
4. Identify the location of the office or the responsible person's residence.



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Comments: _____
