

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

1800 THIRD STREET, SUITE 260, P.O. BOX 1407

SACRAMENTO, CALIFORNIA 95812-1407

(916) 445-9471 FAX (916) 327-4712

**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