



## EMPLOYEE HOUSING REQUESTED INSPECTION DATE

The California Department of Housing and Community Development (HCD) inspects employee housing facilities within 45 days following receipt of an application for a permit to operate.

Please allow up to 30 days for HCD's District Representative (employee housing inspector) assigned to your facility to contact you to schedule the preoccupancy inspection.

In order for HCD to best schedule inspections of employee housing facilities and to provide better service to owners/operators, the following information is requested:

1. Facility ID # \_\_\_\_\_
2. Facility address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_
3. Anticipated dates of occupancy \_\_\_\_\_
4. Approximate date of requested inspection \_\_\_\_\_
5. Contact name \_\_\_\_\_
6. Telephone number \_\_\_\_\_
7. Email address \_\_\_\_\_

Provide directions to locate the employee housing facility on page 2 of this form. Return this form, along with your application and payment (note: payments can be made using HCD's online services at [www.hcd.ca.gov](http://www.hcd.ca.gov)), by email to [EH@hcd.ca.gov](mailto:EH@hcd.ca.gov) or by mail to:

HCD—Employee Housing Program  
P.O. Box 278180  
Sacramento, CA 95827-8180

If you have any questions regarding this form or the application process, please contact the Employee Housing Program at (800) 952-8356 or [EH@hcd.ca.gov](mailto:EH@hcd.ca.gov).

Facility ID#: \_\_\_\_\_

Please provide directions for locating the employee housing facility, as well as the location of the office or the responsible person. Attach a map as needed. The directions and/or 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.

### **DIRECTIONS TO FACILITY**