

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

9342 Tech Center Drive, Suite 500, Sacramento, CA 95826
P.O. Box 277820, Sacramento, CA 95827-7820
(800) 952-8356 / TTY (800) 735-2929 / FAX (916) 263-3383
[HCD Website: www.hcd.ca.gov](http://www.hcd.ca.gov)



October 3, 2022

INFORMATION BULLETIN 2022-10 (MP, SOP)

TO: Mobilehome Park Owners and Operators
Special Occupancy Park Owners and Operators
Local Enforcement Agencies
Interested Parties

FROM: Kyle Krause, Deputy Director
Division of Codes and Standards

SUBJECT: **Mobilehome and Special Occupancy Park Permit to Operate—Penalty Fee Waiver**

This Information Bulletin (IB) is issued to inform interested parties of regulatory changes to the California Code of Regulations (CCR), title 25, division 1, chapters 2 and 2.2, effective August 30, 2022. These changes provide the California Department of Housing and Community Development (HCD) and local enforcement agencies (collectively “enforcement agencies”) the authority to waive permit to operate (PTO) penalty fees, under certain conditions¹. These amendments do not provide the enforcement agencies the ability to waive initial or renewal statutory or regulatory PTO fees², only PTO **penalty** fees.

PTO penalty fees are applied by enforcement agencies for late payment of annual renewal fees as identified in CCR, title 25, sections 1009 and 2009, respectively. Enforcement agencies may waive PTO penalty fees during a qualifying state or federal emergency³ upon approval of an application requesting such waiver.

Mobilehome and special occupancy park owners and operators can apply for a PTO penalty fee waiver by submitting a letter or application to the enforcement agency with documentation supporting their inability to pay PTO penalty fees due to an economic hardship caused by the qualifying state or federal emergency.

¹ CCR, title 25, sections 1009 and 2009

² Health and Safety Code sections 18502 and 18870.2; CCR, title 25, sections 1008 and 2008

³ Government Code section 11009.5

Supporting documentation and letter or application must be submitted within one year of the qualifying state or federal emergency and include⁴:

- The applicant's name, address, phone number, and email (if applicable).
- A statement explaining how the qualifying state or federal emergency has caused an economic hardship that prevents the applicant from paying the annual PTO fees.
- Documentation supporting and confirming the applicant's statement of economic hardship. Supporting documentation may include, but is not limited to:
 - Tenant rent logs.
 - Accounting records of rent not collected during the State of Emergency⁵.

For PTO penalty fee waiver requests under HCD's jurisdiction, letters or application and supporting documents may be submitted via email to ParksPTO@hcd.ca.gov or by mail to:

HCD—Mobilehome Parks Program
P.O. Box 278180
Sacramento, CA 95827-8180

For PTO penalty fee waiver requests for mobilehome or special occupancy parks under a local enforcement agency's jurisdiction, please contact the local entity. Contact information for local enforcement agencies can be found on HCD's [Park Search webpage](#) at: <https://casas.hcd.ca.gov/casas/cmipMp/onlineQuery>

For questions regarding this IB or the PTO penalty fee waiver process, contact the Parks Program at ParksPTO@hcd.ca.gov or call (800) 952-8356.

⁴ CCR, title 25, sections 1009 and 2009

⁵ CCR, title 25, sections 1002(s)(10) and 2002(s)(10)