

# Department of Housing and Community Development (HCD)

## Employee Housing Program

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# TOPICS

- **History**
- **Definition**
- **Who is required to apply?**
- **Local Enforcement Agencies (LEAs)**
- **Fees**
- **Application Process**
- **Employee Housing Booklet**
- **Housing requirements**
- **Assembly Halls used for dormitories**
- **Existing Structures**
- **Planning Department**
- **Frequently Asked Questions**
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# EMPLOYEE HOUSING PROGRAM HISTORY

On June 12, 1913, the Legislature created the Commission of Immigration and Housing and gave the authority to inspect all labor camps within the state. August 3, 1913, on a hop ranch near the town of Wheatland in Yuba County, a riot occurred among the hop pickers employed on the ranch. One of the primary causes for the discontent leading to the riot and bloodshed was the unsanitary conditions of the camp. When the workers arrived at the ranch, they found a desolate, sunbaked field, without shelter. There were only a few tents for rent and many slept in the open on the ground. In 1965 The Employee Housing Act was passed.



**EMPLOYEE HOUSING**  
**DEFINITION**  
**HEALTH AND SAFETY CODE**  
**SECTION 17008 (a)(1)**

The accommodations consist of any living quarters, dwelling, boardinghouse, tent, bunkhouse, maintenance-of-way car, mobilehome, manufactured home, recreational vehicle, travel trailer, or other housing accommodations, maintained in one or more buildings or one or more sites, and the premises upon which they are situated or the area set aside and provided for parking of mobilehomes or camping of five or more employees by the employer.



# WHO IS REQUIRED TO OBTAIN A PERMIT TO OPERATE?

- Any person or entity providing housing for 5 or more employees
- Employers
- Farm Labor Contractors



# LOCAL ENFORCMENT AGENCIES (LEA)



## Department of Housing and Community Development

### Employee Housing Program

### Local Enforcement Agencies

#### CITY OF GONZALES

Harold Wolgamott, Director  
Emergency Services  
147 Fourth Street  
PO Box 647  
Gonzales, CA 93926  
P (831) 675-5000  
F (831) 675-2644

#### MONTEREY

John Ramirez, Director  
Environmental Health  
1270 Natividad Road  
Salinas, CA 93906  
P (831) 755-4539  
F (831) 796-8694

#### NAPA COUNTY

David Morrison, Director  
Department of Environmental Management  
1195 Third Street, Room 210  
Napa, CA 94559  
P (707) 253-4471  
F (707) 253-4545

#### SACRAMENTO COUNTY

Marie Woodin, Director  
Environmental Management Department  
10590 Armstrong Avenue, Suite B  
Mather, CA 95655  
P (916) 875-8444  
F (916) 875-8513

#### SAN JOAQUIN COUNTY

Linda Turkatte, Director  
Environmental Health Department  
1868 East Hazelton Avenue  
Stockton, CA 95205  
P (209) 468-3912  
F (209) 468-3877

#### SAN MATEO COUNTY

Heather Forshey, Director  
Environmental Health Services  
2000 Alameda de las Pulgas, Ste 100  
San Mateo, CA 94403  
P (650) 372-6200  
F (650) 627-8244

#### SANTA CRUZ

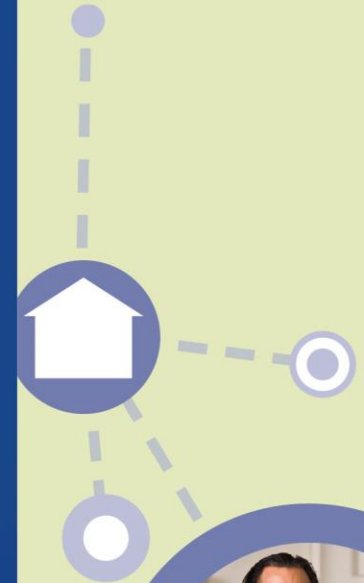
Mimi Hall, Acting Director  
Environmental Health Services  
701 Ocean Street, Room 312  
Santa Cruz, CA 95060  
P (831) 454-2022  
F (831) 454-3128

#### STANISLAUS COUNTY

Jami Aggers, Director  
Department of Environmental Resources  
3800 Cornucopia Way, Suite C  
Modesto, CA 95358-9492  
P (209) 525-6770  
F (209) 525-6774

#### TULARE COUNTY

Reed Schenke, Director  
Resource Management Agency  
5961 S. Mooney Blvd.  
Visalia, CA 93277-9394  
P (559) 624-7000  
F (559) 730-2564



## APPLICATION FEES

### Permit To Operate Fees

- \$200 Issuance Fee
- \$27 per Employee/Lot
- \$13 Applicant Verification Fee (*\*See note in A3 to determine if the fee is due.*)

### Reinspection Fee

- \$178 / first hour
- \$82 / second and subsequent whole hours
- \$41 / each 30 minutes or fraction thereof

### Amended Permit Fees

- \$20 (permit)
- \$27 (per additional employee)



# APPLICATION PROCESS

- **Submit complete application using following forms:**
  - **HCD 204 – Permit to Operate application**
    - Facility name and address
    - Operator name and contact information
    - # of facilities provided
    - # of housing units
    - Types of housing
    - # of employees
  - **HCD 207 – EH Request Inspection Date**
  - **HCD 213 – Application for alternate approval**
  - **HCD 214 – Certificate of non operation**
- **Inspection**
- **If applicable, abatement of violations**
- **Re-Inspection**
- **Issuance of Permit to Operate EH facility**





# HOW TO PREPARE FOR INSPECTIONS

State of California  
Business, Transportation and Housing Agency  
Department of Housing and Community Development  
Division of Codes and Standards



## EMPLOYEE HOUSING FACILITY INSPECTION INFORMATION BOOKLET FOR OWNERS, OPERATORS AND RESIDENTS

- 
- *Review Important Information For Owners, Operators and Residents of Employee Housing Facilities Regarding Inspections, Violations and Legal Requirements*
  - *Understand about the Planned Inspection of Your Employee Housing Facility*
  - *Save This Booklet for Future Reference*

HCD EH Booklet 1 (6/08)



# EMPLOYEE HOUSING FACILITY INSPECTIONS

## BOOKLET

- **Types of permit**
  - (Local approval, construction, PTO)
- **How to prepare for inspection**
  - New Construction / existing facilities
  - Floor area per employee (50 sq.ft.)
  - Kitchens / Community Kitchens / Mess Halls
  - Plumbing / Heating / Electrical
- **EH facility requirements**
  - General
  - Fire Life Safety
  - Electrical / Mechanical / Plumbing
  - Mobilehomes / Manufactured Homes / Commercial Modulares
- **Mobilehome / RV park requirements**

### Website

[www.hcd.ca.gov/building-standards/employee-housing/programpublications](http://www.hcd.ca.gov/building-standards/employee-housing/programpublications)



# HOUSING REQUIRMENTS (NOT ALL INCLUSIVE)

- **General**
  - Heating
  - Areas where water may accumulate, puddles
  - Broken windows
  - Trash, debris or rubbish
  - Identification of buildings and numbers
- **Fire and Safety**
  - 50 sq.ft. per occupant, min. 7ft ceiling height
  - Min. 30” between beds
  - Exterior doors serving rooms for living, dining, cooking, sleeping, bathing and toilet shall have insect screens or solid wood doors with self-closing devices



# HOUSING REQUIRMENTS CONTINUED

- **Plumbing**
  - Sufficient bathing and toilet facilities
  - Bathing, toilet, and shower facilities in sanitary and operable conditions
  - Bathing facilities easily identifiable “MEN” or “WOMEN”
  - Availability of potable water
- **Mechanical**
  - Propane tanks, protection, clearance from structures
  - Heaters properly vented (fuel burning)
  - Shut off valves (gas)
  - Water heater (secured, vented, if gas elevated 18” above floor)



# HOUSING REQUIRMENTS CONTINUED

- **Electrical**
  - No Daisey chain extension cords may be used
  - No extension cords may be used in place of permanent wiring
  - Ground Fault Circuit Interrupters must be within 6' of wet location
  - Equipment grounding
- **Mobile/Manufactured Homes and RV's**
  - Mobile/Manufactured homes installed per T25
  - Mobile/Manufactured homes and RV' have insignias of approval
  - Creation of MHP and RV parks have local authority inspection and approval



## ASSEMBLY HALLS USED FOR DORMITORIES

- **Conversion of assembly/exhibit halls into dormitories**
- **Existing substandard conditions**
- **Heating (70 degrees Fahrenheit)**
- **Egress requirements**
  - Out-swinging doors
  - Windows
- **Portable restrooms / shower trailers**
  - Provide written approval from local environmental health
- **Copy of water sample test results**
- **Fire extinguishers (dorms. and kitchen)**
- **Kitchen (cleanable and impervious to moisture)**



**EXISTING STRUCTURES AND ALTERATIONS**  
**TITLE 25 CALIFORNIA CODE OF REGULATION**  
**SECTION 652(a)**

No person shall construct, reconstruct, erect, install, relocate or alter any building used for human habitation, building accessory thereto, or other housing accommodations, intended to be used for employee housing or a labor camp, or employee community housing, or any electrical, mechanical, or plumbing equipment or installation in a labor camp or employee community housing, without first obtaining a written construction permit from the local building department.



# PLANNING DEPARTMENT AND LAND USE EXEMPTIONS

- **Particular local requirements reserved to local jurisdictions:**
  - Local use zone requirements
  - Local fire zones
  - Property line
  - Source of water supply
  - Method of sewage disposal requirements
- **Exemptions:**
  - **Single-family dwellings (SFD) with 6 or less employees used for EH shall remain a SFD for the purposes of local zoning and land use. (HSC 17021.5)**
  - **Agricultural land used for EH with 12 or less units or 36 or less beds shall remain agricultural land for the purpose of local zoning and land use.**





## FREQUENTLY ASKED QUESTIONS

**Q : ARE PERMITS TO OPERATE (PTO'S)  
TRANSFERABLE?**

**A : No, PTO's are not transferable. Each employer /  
FLC must obtain a new permit.**

**Q : AM I REQUIRED TO OBTAIN A PERMIT TO  
OPERATE?**

**A : Employers who house five or more employees  
are required to obtain a PTO from HCD.**



## FREQUENTLY ASKED QUESTIONS CONTINUED

**Q : WHO COVERS THE COST OF REPAIRS TO FACILITIES?**

**A : This is a civil matter and is typically addressed in the rental / lease agreement.**

**Q : HOW LONG DOES THE PTO PROCESS TAKE?**

**A : Applications shall be submitted at least 45 days (or earlier) prior to occupancy. Upon the receipt of a complete application, HCD will inspect.**



## FREQUENTLY ASKED QUESTIONS CONTINUED

**Q : HOW LONG IS THE APPLICATION GOOD FOR?**

**A : A permit to operate is valid from the date of issuance through December 31 of the year it was issued.**

**Q : WHAT IS THE MINIMUM SQUARE FOOTAGE REQUIRED PER PERSON?**

**A : EH regulation requires 50 sq.ft. per person.**



## CONTACT INFORMATION

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