



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

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- 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

## **EMPLOYEE HOUSING PROGRAM DESCRIPTION**

The Employee Housing Program is a part of the Division of Codes and Standards of the California Department of Housing and Community Development (HCD). The program adopts and enforces statewide regulations for the construction, maintenance, use, and occupancy of privately-owned and operated employee housing facilities providing living accommodations for **five or more** employees or farmworkers in order to assure their health, safety, and general welfare.

HCD staff directly enforce the Employee Housing Act (Act) and oversee enforcement by local enforcement agencies who choose and are approved by HCD to enforce the provisions of the Act within their jurisdictions. Where local enforcement agencies do not enforce the provisions of the Act, HCD is the enforcement agency.



## **PROGRAM PURPOSE**

The Legislature enacted the Act to protect the health, safety, and general welfare of persons living in privately-owned and operated employee housing, and to provide them a decent living environment. The Act provides protection for the general public, who may be impacted by conditions in and around employee housing, and ensures that employee housing owners and operators operate under fair and consistent laws.

## **PROGRAM HISTORY**

Employee housing protections started in 1913. The California Legislature created a commission, which discovered substandard living conditions and inadequate housing in labor camps. The commission's recommendations became the Labor Camp Act in 1915. In 1965, the modern version of the Employee Housing Act (Act) was adopted by the Legislature, and enforcement responsibility for the Act was given to HCD.

Due to the importance of employee housing, and particularly the need for decent and affordable farmworker housing to support California's agricultural economy, the Act has been modified many times to provide new standards, new rights, and new remedies for violations. The most recent amendments provide special protections for agricultural

workers, who include farmworkers, horticultural workers, forestry workers, and others involved in the growth of natural products.

Other state laws also encourage the development and preservation of decent and affordable farmworker housing. HCD has operated and funded construction and rehabilitation of both migrant and permanent farmworker rental and homeowner housing for many years. In the 1990s, the Legislature changed the name of “labor camps” to “employee housing.” It also mandates cities and counties to allow farmworker housing in single-family homes where there are 5–6 farmworkers, and multifamily units or mobilehome spaces for up to 12 families, when those land uses are deemed the same as other agricultural land uses.

## **APPLICATION AND SCOPE**

1. The Act and regulations set standards for the construction, maintenance, use, and occupancy of living quarters called “employee housing,” which are provided for five or more employees under specified circumstances. Employee housing subject to the Act generally is privately-owned and -operated.
2. Certain types of housing are exempt from the Act, while other facilities may have a partial exemption. See Health and Safety Code (HSC) sections 17030–17039. Examples of these exempt facilities include:
  - Housing maintained in connection with a horse racing facility is not subject to the Act if it is backstretch housing or housing for persons training or caring for horses.
  - “Employee community housing” is exempt if it is a community of at least 200 single-family dwellings of four or more rooms owned and maintained by the employer, pursuant to the provisions of the State Housing Law.
  - Properly maintained permanent housing, including manufactured homes and mobilehomes on a dairy farm, may be exempted from the annual permitting requirements of the Act.
  - Certain employee housing related to specific religious or educational activities or owned by nonprofit corporations are exempt from the Act.
3. In general, employee housing is privately-owned housing which houses five or more employees and meets either of the following:
  - Living quarters in urban or rural areas provided by an employer in connection with any work, whether or not rent is involved. See HSC section 17008(a).
  - Housing in a rural area which is both:

- Provided by someone who is not an agricultural employer.
  - Provided for agricultural workers employed by any agricultural employer. See HSC section 17008(b).
4. Employee housing residential accommodations may be of any type, as long as they meet the requirements of the applicable laws and regulations. The owner may provide an area or park for mobilehomes, manufactured homes, or recreational vehicles (RVs). The housing accommodations may be single-family homes, apartments, dormitories, or other structures. The units may be open only part of the year (seasonal) or for the entire year (year-round).
  5. In most cities and counties, HCD enforces the Act with state inspectors. Some cities and counties, however, have been approved by HCD as a local enforcement agency responsible for enforcement of the Act, and employee housing owners and residents are directed to the local government for facility construction permits, inspections, complaints, and investigations.
  6. Employee housing laws are contained in the HSC commencing with section 17000, available on the [California Legislative Information website](https://leginfo.legislature.ca.gov/): <https://leginfo.legislature.ca.gov/>. Employee housing regulations are contained in the California Code of Regulations (CCR), title 25, commencing with section 600. This booklet and a link to the regulations are available through [HCD's Employee Housing website](https://www.hcd.ca.gov/building-standards/employee-housing) at <https://www.hcd.ca.gov/building-standards/employee-housing>.

## ACTIVITIES

In carrying out the Act, enforcement agencies perform a variety of functions. These include:

### HCD AND LOCAL AGENCIES

- Issue new permits to operate employee housing and annual renewals, which includes invoicing employee housing operators, receiving and banking fees, field inspections, and maintaining all records related to the housing.
- Inspect employee housing **prior to occupancy** to assure compliance with the maintenance requirements of laws and regulations.
- Inspect employee housing **during occupancy** to assure compliance with the use, maintenance, and occupancy requirements of laws and regulations.
- Investigate complaints of violations of the Act and regulations.

## **HCD ONLY**

- Investigate complaints of non-enforcement of the Act and regulations by local enforcement agencies that have assumed enforcement of the Act.
- Adopt regulations in the CCR, title 25, division 1, chapter 1, subchapter 4, beginning with section 600.
- Conduct annual evaluations of the local enforcement agency's performance enforcing the Act.
- Respond to inquiries and concerns from legislators, local enforcement agencies, employee housing operators and owners, employee housing occupants, and advocates for employee housing occupants.
- Prepare an annual report for the Legislature.

## **PLANNED INSPECTIONS**

California law requires each enforcement agency to enter and inspect employee housing facilities annually to ensure compliance with the Act. The purpose of the inspection is to identify problems with the employee housing facility, if any exist. One or more of the following documents and directions will be provided at the end of the inspection:

1. The facility is in substantial compliance with the Act. Upon proof of compliance with zoning requirements (if applicable) and health department requirements and/or building department requirements, the operator may receive a permit to operate.
2. The facility has violations which are immediate and life-threatening problems of health and safety of the residents or the public. These must be repaired and/or abated immediately, or within one (1) to five (5) days, depending on the inspector's judgment of the seriousness of the violation. These may include the following types of problems (and solutions):
  - Ungrounded mobilehomes or recreational vehicles: properly ground the structures.
  - Dangerous electrical system: obtain temporary generators and/or a temporary repair or upgrade to the electrical system and/or disconnect all electrical connections.
  - Leaking, inadequate and/or defective septic system or leach fields: obtain portable toilets and a service contract and/or use water only for health

necessities (e.g., no washing machine operation) and/or daily pumping of septic tanks.

- Leaking or dangerous gas source or lines or interior unvented appliances: disconnect gas from source and/or appliance and replace with proper fixtures, lines, or container.

Failure to comply with these orders may result in the violations being referred for immediate court orders. These orders may include closing the facility, displacing the residents (with costs being charged to the operator), or appointment of a receiver to make emergency repairs at the owner's expense.

3. The facility has serious violations which are not life-threatening problems related to health and safety, but may cause injury or illness to residents or the public. Usually, the inspector provides an order to correct these problems within 30 days. Depending on the nature of the problem, the number of problems, and the progress being made, the inspector can provide an extension.

No permit to operate is issued until all violations are corrected, and the facility may operate without a permit until corrections occur. Failure to comply with these orders also may result in the violations being referred for court orders if reasonable progress is not being made to correct the problems or if the problem suddenly gets worse without an effort to correct.

4. The facility has violations that currently are not a threat to health and safety, but may be in the future. The report will identify these for correction at a future date, usually before issuance of the next year's permit to operate.

## **TYPES OF PERMITS**

Several types of permits are involved in the construction, repair, and maintenance of employee housing. It is important to know the types of permits, what the general requirements are, and where to obtain them. The most important permits are:

### **ANNUAL OPERATING PERMIT**

This permit is obtained from the Act enforcement agency. A facility inspection is conducted and after correction of any violations found and after payment of the required fees, the permit will be issued. This permit to operate indicates that the facility meets the requirements of the Act and regulations, including the other requirements as discussed below.

## **LAND USE PERMIT**

This is a zoning approval for employee housing. The city or county with jurisdiction over the property approves zoning. Generally, housing accommodations must meet the descriptions in the local zoning ordinances. However, the Act provides specific exceptions (HSC sections 17021.5 and 17021.6). The use of a single-family home serving 6 or fewer farmworkers is considered a residential property use. Also, generally, no zoning variance or similar permit is required of employee housing serving 12 or fewer agricultural workers and their families that is not required of any other agricultural activity in the same zone. Check with the local planning department.

## **WATER AND SEWER/SEPTIC SYSTEM PERMITS**

These permits are necessary to assure safe water and proper disposal of water and other waste into sewers or septic systems. They are issued by the county health department with jurisdiction over the property.

## **STRUCTURE PERMITS**

Building permits are for construction and/or repair of employee housing in buildings which are not mobilehomes or mobilehome parks. These are issued by the local city or county building department.

## **WORK WITHIN MOBILEHOME OR RECREATIONAL VEHICLE (RV) PARKS USED FOR EMPLOYEE HOUSING**

Permits are required for construction or repair of mobilehome, RV, or trailer parks used for employee housing. Permits are issued by:

1. The local city or county building department when the mobilehomes or RVs are used for the purpose of housing 5 to 12 agricultural employees on 5 to 12 spaces (this is not considered a “mobilehome park” or “RV park”).
2. The local city or county building department (if it has jurisdiction over other mobilehome or RV parks in the city or county) when there are either 2 to 4 mobilehomes, RVs, or spaces, or 13 or more mobilehomes, RVs, or spaces (this is considered a “mobilehome park” or “RV park”).
3. HCD in all other cases.

## **REPAIR OF MOBILEHOMES OR RECREATIONAL VEHICLES**

HCD is the agency which issues building permits for the repair of mobilehomes; no permit is required if original parts are replaced with equivalent parts. No permits are required for the repair of RVs, including travel trailers.

For questions about which agency is responsible for any permits or inspections, your local government city or county offices and HCD can provide information and direction.

HCD contact information:

HCD—Employee Housing Program  
9342 Tech Center Drive, Suite 500  
Sacramento, CA 95826

(800) 952-8356

[EH@hcd.ca.gov](mailto:EH@hcd.ca.gov)

## **HOW TO PREPARE FOR AN INSPECTION (WHAT TO LOOK FOR)**

This booklet contains important information about the inspection, violations, and related issues. HCD encourages owners and operators of employee housing facilities to review the following list of common violations in preparation for inspection. Many of the violations can be easily corrected before the inspection.

### **SCOPE OF INSPECTION**

Inspections include the facility's open areas, buildings, equipment and electric, gas (if applicable), and sewer/septic systems for proper maintenance and code compliance. Inspections of lots include proper identification of lot lines (mobilehome/manufactured home or RV lots), utility connections at each home, accessory structure maintenance, separation requirements, and improper use of extension cords, fire hazards, rubbish and other health and safety matters. Documents proving that the utility systems have been approved by the appropriate local agencies may be reviewed.

All facility buildings and equipment enclosures must be accessible for interior inspections at the time of the planned inspection.

Where manufactured homes, mobilehomes, travel trailers, or RVs are owned by the employee housing owner or operator and are provided to the employee, inspections will include the inside as well as the outside.

Where mobilehomes, travel trailers, or RVs are owned by the employee, inspections generally will be limited to the outside. The inspector may request entry when conditions observed from the outside of the home suggest a potential hazard or a substandard condition exists within the home.

The following is a list of the most common violations found during an inspection of an employee housing facility. This list will assist in assessing whether the facility complies with the requirements of the Act and the employee housing regulations found in



California Code of Regulations (CCR), title 25. Each item identifies the law or regulation that is the authority for the requirement.

## **EMPLOYEE HOUSING REQUIREMENTS AND REFERENCES GENERAL**

1. No Employee Housing Act notice is posted in the facility. Post the notice in English and Spanish within the facility. (CCR, title 25, section 624)
2. The facility does not have a bulletin board for posting the required notice. Provide for a bulletin board within the facility. (CCR, title 25, section 625(d))
3. Insufficient heating exists in the shower room. Provide heating equipment capable of maintaining a temperature of not less than 70 degrees in all shower rooms. (CCR, title 25, section 655)
4. Depressions in the ground where water can accumulate. All areas where water can accumulate that are within 200 feet of the facility must be drained or back filled to remove standing water. (CCR, title 25, section 700)
5. Areas of untreated standing water exist, which cannot be drained or filled. Treat the water to prevent breeding of mosquitoes, vermin, and vectors in accordance with local health department requirements. (CCR, title 25, section 700)
6. Domestic animals or poultry are running at large in the facility. Remove all livestock and poultry from the facility and secure or contain all pets or other domestic animals. (CCR, title 25, section 702)
7. The housing accommodations do not shelter the occupants from the weather or dampness. Repair and maintain all housing accommodations to provide shelter to the occupants from the weather and dampness. (CCR, title 25, section 704(a))
8. The housing accommodations contain an accumulation of trash, debris, and other deleterious materials. Remove all trash and debris from within the housing accommodations and maintain the housing accommodations clean and free from these materials. (CCR, title 25, section 704(a))
9. The area grounds contain an accumulation of trash, debris, and other deleterious materials. Remove all trash and debris from the area and maintain the area clean and free from these materials. (CCR, title 25, section 704(a))
10. The housing or beds are located too close to pens or structures housing livestock. Remove or move all livestock and/or poultry to a location at least 75 feet from any housing accommodations. (CCR, title 25, section 704(b))

11. The housing accommodations are not maintained in a safe and sanitary condition. Repair and maintain all housing accommodations in a safe and sanitary condition. (CCR, title 25, section 710)
12. Buildings used for housing are not properly identified. Provide all housing units with numbers or other suitable identification. Letters or numbers must be at least three (3) inches high and face the street or driveway. (CCR, title 25, section 712)
13. The exit facilities are obstructed. Maintain all exits from buildings to be free and unobstructed at all times. (CCR, title 25, section 722)

## **FIRE AND SAFETY**

1. The sleeping area is overcrowded. Provide at least 50 square feet of floor area with a minimum average ceiling height of 7 feet for each resident. (CCR, title 25, section 724)
2. Insect screening is missing or damaged on openable windows in rooms used for living, dining, cooking, or sleeping. Provide and maintain insect screening on all openable windows in rooms used for living, dining, cooking, or sleeping. (CCR, title 25, section 728(a))
3. Exterior door openings of rooms used for living, dining, cooking, or sleeping purposes are not provided with self-closing screen doors or self-closing solid wood doors. Install and maintain self-closing screen doors or self-closing solid wood doors on all exterior door openings of rooms used for living, dining, cooking, or sleeping purposes. (CCR, title 25, section 728(b)(1))
4. Exterior door openings of bathing and toilet facilities are not provided with self-closing screen doors or self-closing solid wood doors. Install and maintain self-closing screen doors or self-closing solid wood doors on all exterior door openings of bathing and toilet facilities. (CCR, title 25, section 728(b))
5. Suitable and separate beds are not being provided for all occupants. Provide suitable and separate beds for all occupants. (CCR, title 25, section 732(a))
6. Beds are not being maintained in a clean and sanitary condition. Maintain all beds in a clean and sanitary condition. (CCR, title 25, section 732(a))
7. Clean and sanitary bedding is not available to occupants upon request. The facility operator shall provide a mattress or other equally comfortable bedding upon request of the occupants. (CCR, title 25, section 732(b))

8. Bedding is not being maintained in a clean and sanitary condition. Maintain all bedding in a clean and sanitary condition at all times. (CCR, title 25, section 732(b))
9. Inadequate separation exists between beds. Provide all beds with adequate separation of at least 30 inches from each other. (CCR, title 25, section 732(c))
10. Beds are provided without the required separation or are not separated by a solid partition. Provide a solid separation with a minimum of 10 inches clearance from the floor, 18 inches below the ceiling, and 24 inches above the topmost bed. (CCR, title 25, section 732(d))
11. The kitchen and/or mess hall area is being used for sleeping purposes. Stop using this area for sleeping purposes. (CCR, title 25, section 734)
12. No separate room is maintained and equipped for use as a community kitchen. Provide a separate room that is maintained and equipped for use as a community kitchen where occupants are permitted or required to cook for themselves. (CCR, title 25, section 736(a))
13. No provisions exist for safe storage of food. Provide refrigerated storage capable of maintaining a temperature of 45 degrees Fahrenheit (7.2 degrees Celsius) or below for the safe storage of food. (CCR, title 25, section 736(b))
14. Properly maintained dishware and utensils have not been provided to each occupant using the community kitchen. Provide and permanently assign each occupant using the community kitchen, dishware, and utensils. (CCR, title 25, section 736(c))
15. Sufficient shelving space has not been provided to each occupant in or near the community kitchen to store food and utensils. Provide and maintain shelving space for each occupant, in or near the community kitchen, to store food supplies and utensils off the floor. Metal containers or other approved containers with tight-fitting lids must be maintained and provided for the storage of open bulk food supplies. (CCR, title 25, section 736(d))
16. The floors, walls, ceilings, tables, shelves, and countertops in the community kitchen are not clean and sanitary. Clean all floors walls, ceilings, tables, shelves, and countertops in the community kitchen and maintain them in a clean and sanitary condition. Floors, tables, drain boards, and countertops must be maintained with cleanable materials that are impervious to moisture. (CCR, title 25, section 736(e))
17. Mess halls, the mess hall kitchen and food handlers have not been approved by the local health department. Provide a certificate of approval issued by the local

health department indicating that mess halls, the mess hall kitchen, and food handlers comply with the sanitation requirements of Health and Safety Code, division 22, chapter 11, California Restaurant Act, as applicable. (CCR, title 25, section 738)

18. Food utensils and implements are not maintained in a clean and sanitary condition. Provide and maintain clean, unbroken, and sanitary utensils and implements in which food is prepared or kept or from which food is to be eaten. (CCR, title 25, section 740(a))
19. The mess hall kitchen is not maintained in a clean and sanitary condition. Clean and maintain the floors, walls, ceilings, tables, and shelves of all kitchens in a clean and sanitary condition. Floors, tables, drain boards, and countertops must be maintained with cleanable materials, which are impervious to moisture. (CCR, title 25, section 740(b))
20. The dining room is not maintained in clean and sanitary condition. Clean and maintain floors, walls, ceilings, tables, and shelves of all dining rooms in clean and sanitary condition. Floors, tables, drain boards, and countertops must have cleanable materials impervious to moisture. (CCR, title 25, section 740(b))
21. The refrigerators and food storage rooms are not maintained in a clean and sanitary condition. Clean and maintain the refrigerators, floors, walls, ceilings, tables, and shelves of all food storage rooms in a clean and sanitary condition. Floors, tables, drain boards, and countertops must be maintained with cleanable materials impervious to moisture. (CCR, title 25, section 740(b))
22. Sufficient shelving and containers are not available in or near the community or mess hall kitchen to properly store all food supplies. Provide and maintain sufficient shelving and containers in or near the kitchen to store all food supplies at least 6 inches (15.2 centimeters) above the floor. Metal or other approved containers with tight-fitting covers must be provided for the storage of all opened or unopened bulk food supplies. (CCR, title 25, section 740(c))
23. Sufficient approved receptacles are not available to contain and dispose of garbage, kitchen waste, and rubbish. Provide and maintain approved covered receptacles for the disposal of all garbage, kitchen waste, and rubbish. The receptacles must be emptied when filled and the contents must be disposed of in a sanitary manner. (CCR, title 25, section 742)
24. The required type and/or number of fire extinguishers have not been provided in the mess hall kitchen. Provide and maintain approved Class B-C fire extinguishers providing at least 20 units of extinguishing capacity in each mess hall kitchen. (CCR, title 25, section 744(a))

25. The required type and/or number of fire extinguishers are not provided in the dormitories. Provide and maintain approved Class A fire extinguishers providing at least 2 units of extinguishing capacity for each 5,000 square feet of floor area or portion thereof of any dormitory. (CCR, title 25, section 744(b))
26. The required fire extinguishers are inoperable. Provide and maintain operable fire extinguishers. (CCR, title 25, section 744(c))
27. Materials are on the premises that create a fire hazard. Remove all materials from the premises that may create a fire hazard. (CCR, title 25, section 746)

## **PLUMBING**

1. The number of complying toilets and bathing facilities provided for the occupants of the facility is insufficient. Provide 1 toilet and 1 bathing facility for every 15 occupants of each sex (for facilities constructed prior to February 22, 1973). (CCR, title 25, section 760(a))
2. The number of complying toilet and bathing facilities provided for the occupants of the facility is insufficient. Provide 1 toilet and 1 bathing facility for every 10 occupants of each sex (for facilities constructed on or after February 22, 1973). (CCR, title 25, section 760(b))
3. The shower wall areas are not cleanable, non-corrosive, and waterproof. Provide and maintain shower wall areas that are cleanable, non-corrosive, and waterproof to a height not less than six (6) feet above the drain outlet. (CCR, title 25, section 760(e))
4. The floor of the shower compartment does not slope uniformly to a watertight drain outlet. Provide and maintain the floor of the shower compartment to slope uniformly to the drain, and maintain the joint around the drain outlet in a watertight condition. (CCR, title 25, section 760(f))
5. The floor and walls around the urinal are not cleanable, non-corrosive, and waterproof. Provide and maintain the floor space to a point one (1) foot in front of a urinal lip and the wall to a point four (4) feet above the floor and at least one (1) foot to each side of the urinal in a cleanable, non-corrosive, and waterproof condition. (CCR, title 25, section 760(h))
6. The toilet and bathing facilities are not clearly identified. Clearly mark toilet and bathing facilities for "MEN" or "WOMEN." The use of the proper symbols will be permitted. (CCR, title 25, section 762)

7. Existing toilet and bathing facilities are not maintained in a separate room or building. Provide and maintain existing toilet and bathing facilities in a separate room or building. (CCR, title 25, section 764)
8. The hand-washing facilities are not maintained waterproof. Provide and maintain hand-washing facilities that are constructed or lined with waterproof material. (CCR, title 25, section 766(b))
9. Sinks are not maintained adjacent to toilet facilities. Provide and maintain sinks adjacent to toilet facilities. (CCR, title 25, section 766(c))
10. Clothes washing machines are not connected to an approved drainage system. Drain all washing machines into a properly vented trap, into a laundry tub tailpiece with watertight connections, into an open standpipe receptor or over the rim of a laundry tub. Wastewater may be disposed of using a different method if approved by the local health department. (CCR, title 25, section 768)
11. Inadequate supply of potable water is not available in the facility. Repair and maintain the water supply system to provide the capacity required at the time the system was installed. (CCR, title 25, section 770(a))
12. The water supply system is leaking. Repair the water leaks and maintain the water system free of leaks. (CCR, title 25, section 770(b))
13. The water system is not capable of supplying normal operating pressure to all fixtures. Repair and maintain the water system to provide normal operating pressure to all fixtures. (CCR, title 25, section 770(b))
14. An adequate supply of drinking water is not being provided to residents. Provide and maintain an adequate supply of potable drinking water for all residents. (CCR, title 25, section 772(a))
15. Water faucets are leaking or flowing onto the ground. Repair and/or provide approved drainage for water faucets. (CCR, title 25, section 772(c))
16. Water storage containers are not maintained in a clean and sanitary condition. Provide and maintain clean and sanitary water storage tanks or receptacles and provide covers for the containers to prevent contamination. (CCR, title 25, section 772(d))
17. Common drinking cups are being used for residents. Remove all common drinking cups from the facility. (CCR, title 25, section 772(e))

18. Plumbing fixtures are in a condition to allow back siphoning into the water supply system. Repair and maintain all toilets or other plumbing fixtures to prevent siphonage of water back into the water supply. (CCR, title 25, section 774)
19. The underground sewage disposal system is open to the atmosphere. Cover and maintain the underground sewage disposal system insect and rodent tight. (CCR, title 25, section 784)
20. Waste liquids are accumulating on the surface of the ground. Repair and maintain the underground sewage system to prevent surfacing or the accumulation of sewage. (CCR, title 25, section 784)
21. The underground septic tank is structurally failing. Repair and maintain the underground septic tanks in a safe and structurally sound condition. (CCR, title 25, section 786)
22. The trap and vent connections are not watertight. Repair and maintain trap and vent connections in a watertight condition. (CCR, title 25, section 788)
23. There is an open connection to the drain piping. Cap all drain inlets when not in use. (CCR, title 25, section 790)
24. There is a leak in the drainage system. Repair and maintain drain lines from all buildings and other housing accommodations in the facility in good working order and all connections to the sewage disposal system shall be maintained watertight. (CCR, title 25, section 792)

## **MECHANICAL**

1. A Liquefied Petroleum Gas (LPG) tank or cylinder is located within an enclosed housing accommodation. Relocate the LPG tank or container outside the housing accommodation. (CCR, title 25, section 806(a))
2. An LPG tank or cylinder located is within five (5) feet of a source of ignition. Relocate the LPG tank or container or remove the source of ignition and maintain a distance of at least five (5) feet between the LPG tanks or containers and any source of ignition. (CCR, title 25, section 806(a))
3. The outlet of an LPG tank or cylinder is less than 5 feet (1.5 meters) from a building opening, which is below the level of that outlet. Relocate the LPG tank or container and ensure a distance of at least 5 feet between the LPG tank or container and the building opening. (CCR, title 25, section 806(a))

4. An LPG tank or cylinder is stored beneath a shed or structure in the facility. Remove the tank or cylinder from beneath the structure. (CCR, title 25, section 806(b))
5. An LPG tank or cylinder is stored beneath a mobilehome, RV, or commercial modular. Remove the tank or cylinder from beneath the mobilehome, RV, or commercial modular. (CCR, title 25, section 806(b))
6. An LPG tank or cylinder is stored beneath a housing accommodation. Remove the tank or cylinder from beneath the housing accommodation. (CCR, title 25, section 806(b))
7. An LPG tank with a capacity of 61 gallons or more is located too close to a building, structure, mobilehome, RV, commercial modular, or other housing accommodations. Maintain a minimum clearance of 10 feet (3 meters) for tanks with a capacity of 61 to 575 gallons (230.5 to 2177.1 liters) and 25 feet (7.5 meters) minimum clearance for tanks with a capacity of 576 to 2000 gallons (2177.2 to 7560 liters) from the nearest building, structure, mobilehome, RV, commercial modular, or other housing accommodations. (CCR, title 25, section 806(c))
8. LPG tanks or cylinders are located adjacent to driveways or parking areas without protection from mechanical damage. Provide protection from mechanical damage for LPG tanks or cylinders located adjacent to driveways and parking areas. (CCR, title 25, section 808)
9. The required "No Smoking" warning signs at LPG tank locations are missing. Provide and maintain the required "No Smoking" warning sign(s) at all LPG tank locations. (CCR, title 25, section 810)
10. The LPG tank has inadequate support. Provide and maintain a firm pad or foundation for all LPG tanks. (CCR, title 25, section 812)
11. Gas supply tubing or connectors are running through a wall or partition. Replace tubing or connectors with approved piping where it passes through a wall or partition. (CCR, title 25, section 814)
12. Unused gas outlets are not capped. Cap and maintain capped all unused gas supply outlets. (CCR, title 25, section 816)
13. An unvented heater is in use. Remove all unvented heaters. Install heaters in accordance with manufacturer's installation instructions. (CCR, title 25, section 820)



14. A gas hotplate, cook stove, or range is being used as a room heater. Stop the use of gas hotplates, cook stoves, or ranges for room heating. If heat is required, install an approved heating system. (CCR, title 25, section 822)
15. The heating and/or air conditioning equipment is not functioning properly. Repair and maintain all heating and/or air conditioning equipment according to the manufacturer's installation instructions. (CCR, title 25, section 824)
16. Insufficient clearance exists below the existing heating appliance and combustible materials. Provide and maintain the required clearances between the appliance and combustible materials. (CCR, title 25, section 826)
17. No shut-off valve is adjacent to the gas-burning or liquid-burning appliance. Install and maintain a shut-off valve installed in the supply line immediately adjacent to the appliance. (CCR, title 25, section 828)
18. The heating and cooking appliance is not maintained clean and grease-free. Clean all heating and cooking appliances and maintain them in a clean and grease-free condition. (CCR, title 25, section 828)
19. An appliance vent is not properly connected to the appliance hood collar or draft diverter and is extended without openings through protective flashing to a point above the roof. Install and maintain the vent piping connected to the appliance hood collar or draft diverter and extended without openings through protective flashing to a point above the roof. (CCR, title 25, section 833(a))
20. The appliance vent piping joints are not secured. Secure and maintain all vent joints or connections on the appliance vent. (CCR, title 25, section 833(b))
21. The appliance vent piping is not properly graded. Properly grade and maintain the appliance vent piping. (CCR, title 25, section 833(b))
22. The appliance vent piping is not adequately supported. Properly support and maintain the appliance vent piping. (CCR, title 25, section 833(b))
23. A fuel-burning appliance is vented into a fireplace chimney. Remove the vent into the fireplace chimney and properly vent the appliance. (CCR, title 25, section 833(c))
24. The water heater pressure-temperature relief valve is not provided with a drain to the outside of the building. Provide metal piping installed, undiminished in size, extending from the valve outlet to a point outside of the building not more than two (2) feet nor less than six (6) inches above the ground and pointing downward. (CCR, title 25, section 834)

25. The fuel-burning heating appliance compartment is not structurally sound. Repair and maintain the compartment in a structurally sound condition. (CCR, title 25, section 836(a))
26. Inadequate combustion air is provided to the fuel-burning heating appliance compartment. Provide adequate combustion air to the appliance compartment through screened openings. (CCR, title 25, section 836(a))
27. The heating appliance compartment is not maintained clean and free from storage materials. Remove any stored materials and maintain the compartment in a clean condition. (CCR, title 25, section 836(b))
28. The outside heating appliance compartment is not maintained in weatherproof condition. Repair and maintain the outside heating appliance compartment to protect the appliance from the weather. (CCR, title 25, section 836(c))
29. The heating appliances are not secured in place. Secure in place and maintain secured all heating appliances. (CCR, title 25, section 838)

## **ELECTRICAL**

1. The electrical system is in a poorly maintained condition. Repair and maintain all electrical equipment, devices, and safeguards in good working order. (CCR, title 25, section 852)
2. Electrical equipment is in an unsafe condition. Repair and maintain all devices, appliances, fittings, and equipment in the facility in a safe condition using electrical materials approved for the purpose and connected and secured in an approved manner when in service. (CCR, title 25, section 854)
3. Electrical conductors are not properly protected. Provide and maintain overcurrent protection for all electrical conductors by means of fuses or circuit breakers rated at not more than the allowable capacity of the conductors. (CCR, title 25, section 858(a))
4. The overcurrent protection has been altered or tampered with. Replace overcurrent protection for all electrical conductors by means of fuses or circuit breakers rated at not more than the allowable capacity of the conductors. (CCR, title 25, section 858(b))
5. The service equipment is not weatherproof. Protect all service equipment from exposure to the weather or replace with approved waterproof equipment. (CCR, title 25, section 860)

6. Inadequate vertical clearances from open overhead electrical conductors exist. Provide and maintain minimum vertical clearance for open electrical conductors. (CCR, title 25, section 862)
7. Overhead electrical conductors located on poles are not properly supported, secured, or routed to clear sharp objects, other conductors, and tree branches. Properly support and secure all overhead electrical conductors and route the conductors to avoid damage. (CCR, title 25, section 864)
8. Fixed electrical equipment is not properly grounded. Ground all non-current carrying metal parts of fixed electrical equipment. (CCR, title 25, section 866)
9. Cord-connected appliances are not effectively grounded. Effectively ground all cord-connected appliances, such as washing machines, dishwashers, garbage disposals, electrical system of gas ranges and furnaces, and other equipment required to be grounded, by means of an approved cord with a grounding conductor and a grounded-type attachment plug. (CCR, title 25, section 868)
10. Electrical convenience outlets adjacent to fixed appliances are not the grounding type. Provide grounding type outlets located adjacent to all fixed appliances and maintain the required grounded convenience outlets in good working order. (CCR, title 25, section 870(a))
11. Appliances located adjacent to lavatories, sinks, laundry tubs, or within reach of a grounded surface are served by electrical convenience outlets that are not properly grounded. Provide and maintain grounding type outlets for all appliances located adjacent to lavatories, sinks, laundry tubs, or within reach of a grounded surface. (CCR, title 25, section 870(b))
12. Habitable rooms are without the required minimum of one (1) convenience outlet and one (1) supplied electric light fixture. Install and maintain at least one (1) convenience outlet and one (1) supplied electric light fixture in all habitable rooms. (CCR, title 25, section 872)
13. No lighting is in bath and toilet rooms. Provide and maintain at least one (1) light fixture in all bathrooms and toilet rooms. (CCR, title 25, section 874)
14. The light fixture located over a bathtub or shower is exposed. Enclose the light fixture located over a bathtub or shower with enclosure and gaskets and maintain in a moisture-proof condition. (CCR, title 25, section 878)
15. A light switch is located over a bathtub or in a shower compartment. Remove the light switch and reinstall outside of the bathtub space or the shower compartment in a dry location. (CCR, title 25, section 880)

16. A light fixture located in or under a range hood is exposed to grease and moisture. Provide the range hood light fixture with an enclosure and enclosure gaskets maintained in good condition. (CCR, title 25, section 882)
17. A pull chain switch is located in a damp location. Remove existing pull chain switch and provide an approved electrical switch. (CCR, title 25, section 884)
18. A pull chain switch is located over or within reach of a plumbing fixture, cookstove, range, furnace, and other grounded surface. Remove the existing pull chain switch and provide an approved electrical switch. (CCR, title 25, section 884)
19. Nonmetallic sheathed (Romex type) cable is exposed to physical or mechanical damage. Provide and maintain protection for all nonmetallic sheathed cable from physical and mechanical damage by running boards, guard strips, or installation in conduit. (CCR, title 25, section 886)
20. Nonmetallic sheathed (Romex type) cable is loose and unsecured. Secure and maintain all loose nonmetallic sheathed cable in place by staples and straps at intervals not to exceed 4 ½ feet and within 12 inches from every cabinet, box, or fitting. (CCR, title 25, section 888)
21. Electrical conductors are connected or terminated outside approved outlet boxes. Terminate or connect all electrical conductors in an approved outlet box or a junction box rigidly secured to the structure. (CCR, title 25, section 890)
22. There are open outlet boxes, fittings, or enclosures. Provide and maintain covers on all outlet boxes, fittings, and enclosures. Close all openings. (CCR, title 25, section 892)
23. Extension cords are being used to energize appliances from lighting fixtures. Remove extension cords that are energizing appliances from lighting fixtures. (CCR, title 25, section 894)
24. Flexible electrical cord wiring is being used in place of permanent electrical wiring. Replace all flexible electrical cords being used or maintained as fixed wiring or run through walls and partitions with approved permanent wiring. (CCR, title 25, section 896)

## **MOBILEHOMES, RECREATIONAL VEHICLES, AND COMMERCIAL MODULARS**

1. Mobilehomes have been installed in violation of mobilehome installation requirements. Obtain required permits and install all existing mobilehomes identified as “unsafe” and all moved or future mobilehomes in accordance with

CCR, title 25, chapter 2, subchapters 1 and 2, as applicable. (CCR, title 25, section 902)

2. Mobilehomes and/or commercial modulars provided by the employer or facility operator do not bear the required California insignia and/or federal label indicating compliance with required health and safety standards. Submit a request with appropriate fees for an inspection of these units to determine whether they meet the requirements of CCR, title 25. (CCR, title 25, section 904)

RVs being provided by the employer or facility operator do not bear labels or insignias of approval indicating compliance with the appropriate standards, depending on when the vehicle was built. Obtain appropriate labels or insignias for all RVs being provided for persons other than the vehicle owners. (HSC section 18027.3(b) or (c)]

3. A mobilehome required to bear a California insignia of approval and/or a federal label has been altered or converted without the required alteration permit. Correct and maintain mobilehomes required to bear a California insignia of approval and/or a federal label in compliance with CCR, title 25, chapter 3, subchapters 1 and 2. Prior to making any alteration or conversion, a permit must be obtained from HCD. (CCR, title 25, section 908)

An RV has been altered or converted in a manner that is inconsistent with the applicable standards. Correct the alteration or conversion so that the RV complies with the applicable standards (HSC section 18027.3(h))

4. Tents provided by the operator do not meet the minimum health and safety requirements. Maintain the tents provided by the operator with tight wooden floors raised at least four (4) inches above the ground level and equipped with baseboards on all sides to a height of at least six (6) inches or provide concrete slabs with the finished surface at least four (4) inches above grade and equipped with curbs on all sides at least six (6) inches high. (CCR, title 25, section 910(a))
5. A tent is being used as a sleeping place when it is necessary to provide heating facilities in order to maintain a minimum temperature of 50 degrees Fahrenheit within the tent. A tent is not considered a suitable sleeping place when it is necessary to provide heating in order to maintain a minimum temperature of 50 degrees Fahrenheit within such tent during the period of occupancy. Provide and maintain suitable sleeping facilities for employees when outside temperatures require heating facilities to maintain a minimum temperature of 50 degrees Fahrenheit in the sleeping area. (CCR, title 25, section 910(b))

## **ELECTRICAL (MOBILEHOME LOT/RV LOT)**

1. The facility/lot electrical service equipment is not accessible for inspection, repair, or disconnection in case of emergency. Provide unobstructed access 36 inches deep in front by 24 inches wide by 78 inches high in front of electrical equipment. (CCR, title 25, sections 1183 and 2183; California Electrical Code section 110.2616(A))
2. The lot electrical service equipment does not have the capacity to properly supply the installed manufactured home/mobilehome or recreational vehicle. Provide lot electrical service equipment properly sized to supply the connected unit. (CCR, title 25, sections 1188 and 2188)
3. The overcurrent protective device at the lot electrical service equipment is rated greater than the ampacity of the manufactured home/mobilehome or RV cord or feeder conductors. Provide properly sized overcurrent protection (breakers/fuses). (CCR, title 25, sections 1148(a) and 2148(a); California Electrical Code tables 310-16, 310-17, 310-18, and 310-19)
4. The lot/facility electrical service equipment is in disrepair or substandard condition and/or not weatherproof. Repair or replace the lot/park electrical service equipment. (CCR, title 25, sections 1134(a), 1170(a), 2134(a), and 2170(a); California Electrical Code article 230)
5. The lot/facility electrical service equipment has exposed live electrical parts. Cover all exposed live electrical parts and plug unused openings in electrical equipment. (CCR, title 25, sections 1134(a), 1170(a), 1188, 2134(a), 2170(a), and 2188; California Electrical Code article 230-62)
6. The conductors supplying the lot electrical service equipment are undersized. Provide feeder conductors sized for the lot electrical service equipment demand. (CCR, title 25, sections 1134(a), 1180, 2134(a), and 2180; California Electrical Code article 230)
7. The lot electrical service equipment is not properly grounded. Provide a protected and properly-sized copper grounding conductor from the equipment to the grounding electrode. (CCR, title 25, sections 1162, 1166, 2162, and 2166)
8. The lot electrical service equipment is subject to damage by vehicles. Protect the equipment by installing posts or other type of permanent barriers. (CCR, title 25, sections 1178 and 2178)
9. The lot service equipment support is inadequate and/or deteriorated. Repair or replace the supports. (CCR, title 25, sections 1182(b) and 2182(b))

10. Overhead conductors are located less than eight (8) feet over the mobilehome or RV roof. Relocate the overhead conductors to provide at least eight (8) feet of clearance. (CCR, title 25, sections 1134(b) and 2134(b); California Public Utilities Commission (PUC) Rules for Overhead Electrical Line Construction, General Order (GO) No. 95, table 1)
11. The overhead conductor support structures are inadequate and/or have deteriorated. Repair or replace support structures in accordance with the California PUC Rules for Overhead Electrical Line Construction, GO No. 95. (CCR, title 25, section 1134(b); PUC GO 95)
12. Exposed non-metallic electrical cable (Romex type) is being used where it is subject to physical damage. Remove the wiring or install in an approved manner. (CCR, title 25, section 1134(a); California Electrical Code article 334)
13. The electrical distribution panels, overcurrent devices, fuses or switches which serve the space, fixture, device or other equipment controlled at the distribution panels are not clearly and permanently marked. Clearly and permanently mark electrical distribution panels, overcurrent device, fuses, or switches to identify the space, fixture, device, or other equipment controlled at each distribution panel. (CCR, title 25, section 1134(a); California Electrical Code article 230)

#### **GENERAL (MOBILEHOME PARKS/RV PARKS)**

1. An accumulation of refuse, garbage, rubbish, lumber, waste, paper, hay, weeds, litter, or other combustible waste is on the roof, in the vacant lot, or in the open space. Collect and dispose of these materials. (CCR, title 25, sections 1120 and 2120)

#### **FIRE AND SAFETY (MOBILEHOME PARKS/RV PARKS)**

1. No operable water outlet for fire suppression is at the individual lot. Provide a ¾-inch valved water outlet (hose-bib) designed for connecting a ¾-inch female swivel hose connection for fire suppression on the lot. (CCR, title 25, sections 1308 and 2308)
2. Existing fire suppression equipment is not maintained in operable condition. Repair or replace the fire suppression equipment so that it is operable. (CCR, title 25, sections 1300 and 2300)
3. The mobilehome or RV is located closer than the required minimum six (6) feet from a permanent building or adjacent mobilehome or RV. Relocate the mobilehome or RV to provide at least a six (6) foot separation between the permanent building or adjacent mobilehome or RV or provide an approved fire protection equivalent. (CCR, title 25, sections 1330(a) and 2330(a))

4. Water accumulation under the manufactured home/mobilehome or RV does not drain or dissipate within a reasonable period creating a health threat. Re-grade or otherwise drain the standing water or install an approved drainage system. (CCR, title 25, sections 1116 and 2116)
5. The mobilehome or RV is located closer than three (3) feet to a lot line and is within six (6) feet of combustible construction on an adjacent lot. Provide a six (6) foot separation from combustible construction on the adjacent lot or approved fire protection equivalent. (CCR, title 25, sections 1330(a) and 2330(a))
6. The lots are not identified. Provide numbers or designated street addresses for all lots in a conspicuous location for easy identification by emergency vehicles. (CCR, title 25, sections 1104 and 2104)

### **GAS SYSTEMS (MOBILEHOME PARKS/RV PARKS)**

1. A park LPG tank, or its equipment, is not protected from vehicular damage. Provide approved mechanical protection by posts, fencing, or other permanent barrier. (CCR, title 25, sections 1228 and 2228)
2. Inadequate clearance exists around an LPG tank. Provide adequate clearance to all structures, sources of ignition, or property lines. (CCR, title 25, sections 1212 and 2212)
3. The gas meter is not properly supported. Provide adequate support for the gas meter by means of post and bracket, or other approved means providing equivalent support. (CCR, title 25, sections 1226(a) and 2226(a))
4. The gas outlet riser is subject to damage from vehicular traffic or other causes. Provide approved mechanical protection by posts, fencing, or other permanent barrier. (CCR, title 25, sections 1228 and 2228)
5. The lot gas shutoff valve and/or the meter is located under the manufactured home/mobilehome or RV in an inaccessible and/or unvented location. Relocate the lot gas shutoff valve and/or meter or provide access and ventilation. (CCR, title 25, sections 1220(c), 1226(b), 2220(c), and 2226(b))
6. An unused lot gas outlet is not capped or plugged to prevent accidental discharge of gas. Install an approved cap or plug on the unused gas outlet. (CCR, title 25, sections 1220(d) and 2220(d))
7. A fuel gas leak exists at the lot service. Immediately repair the fuel gas piping. (CCR, title 25, sections 1102, 1206, 2102, and 2206)



## **PERMIT REQUIREMENTS (MOBILEHOME PARKS/RV PARKS)**

1. Installations and/or construction have been performed without a permit. No person shall erect, construct, reconstruct, install, relocate, or alter building, structural, or accessory structures, any electrical, mechanical, or plumbing equipment, fuel gas equipment, or fire protection equipment without first obtaining a written construction permit. (CCR, title 25, sections 1018(a) and 2018(a))
2. A manufactured home/mobilehome has been installed without a valid permit. Obtain a permit to install the unit. (CCR, title 25, section 1324)

## **SEWAGE SYSTEMS (MOBILEHOME PARKS/RV PARKS)**

1. A sewage leak exists at the lot drain. Immediately repair the leak and maintain the park sewer system. (CCR, title 25, sections 1246, 1606, 2246, and 2606)
2. The lot sewer inlet and/or clean out is open. Provide a gas-tight cap or plug when not in use. (CCR, title 25, sections 1254 and 2254)

## **SUBSTANDARD CONDITIONS (MOBILEHOME PARKS/RV PARKS)**

1. Structural hazard(s) exist in the park building(s) causing the building(s) to be substandard. Make the necessary repairs to eliminate the hazardous condition(s). (CCR, title 25, sections 1605(c) and 2605(c))
2. Electrical hazard(s) exist in the park building(s) causing the building(s) to be substandard. Make necessary repairs to the electrical system and eliminate the hazardous electrical condition. (CCR, title 25, sections 1605(d) and 2605(d))
3. Plumbing hazard(s) exist in the park building(s) causing the building(s) to be substandard. Make all necessary repairs and eliminate the hazardous plumbing condition(s). (CCR, title 25, sections 1605(a), 1605(e), 2605(a), and 2605(e))
4. Mechanical hazard(s) exist in the park building(s) causing the building(s) to be substandard. Make all necessary repairs and eliminate the mechanical hazard(s). (CCR, title 25, sections 1605(f) and 2605(f))
5. A substandard mobilehome is in the facility. Make all necessary repairs and eliminate the conditions causing it to be substandard. (CCR, title 25, section 1606)
6. A substandard RV is in the facility. Make all necessary repairs and eliminate the conditions causing it to be substandard. (CCR, title 25, section 1607)