



2023 CERTIFICATE OF NON-OPERATION

EMPLOYEE HOUSING FACILITY

Health and Safety Code, Section 17037.5, requires a person ceasing to operate or maintain employee housing to annually file a Certificate of Non-Operation with the enforcement agency for a period of two (2) years following the discontinuation (see reverse). If this pertains to your facility, please complete this form and return it by **March 31, 2023**.

1. Certificate for Calendar Year: _____
2. State ID: _____
3. Facility Name: _____
4. Facility Address: _____ City: _____ Zip: _____
5. Operator Name: _____ Phone: _____
6. Operator Address: _____ City: _____ Zip: _____
7. Property Owner Name: _____ Phone: _____
8. Property Owner Address: _____ City: _____ Zip: _____
9. Reason for Discontinued Operation (check one as appropriate):
 - Property sold to: _____ Date: _____
 - Date housing destroyed: _____
 - Housing facility still exists, but will **not** be occupied by **any employees for any part of the calendar year**.
 - Housing facility will only be occupied by #: _____ (less than 5) employees during the calendar year.
 - Other, please explain: _____

CERTIFICATION

I, (print name): _____ as (title): _____

certify under penalty of perjury that the information provided herein is true and correct to the best of my knowledge and belief. I also understand that double fees are required if found operating without a permit and ten times the fees are required if found operating without a permit for a second or subsequent time within a five year period.

Applicant Signature _____ Date: _____

*Email Address: _____ ***Email to be used for notification purposes only.**



HEALTH AND SAFETY CODE 17037.5

A) Any person who ceases to operate or maintain employee housing that is subject to the permit requirement pursuant to this part shall be required to annually complete and submit a Certificate of Non-Operation to the enforcement agency. The Certificate of Non-Operation shall be submitted for two years following the discontinuation of the use of any area on the property as employee housing. The Certificate of Non-Operation shall attest under penalty of perjury that the employee housing has been destroyed, or is no longer occupied by five or more employees during the calendar year.

B) The Certificate of Non-Operation shall include the owner's name and address, the operator's name and address, the employee housing name and location, the maximum number of employees who have occupied or shall occupy the employee housing during the calendar year, and any other information considered relevant by the enforcement agency. The Certificate of Non-Operation shall be completed and submitted to the enforcement agency no later than 30 calendar days after the enforcement agency provides the form to the owner or operator.