DEPARTMENT OF ENVIRONMENTAL QUALITY
RESOURCE MANAGEMENT DIVISION

PROCEDURES FOR ESTABLISHING A NEW CAMPGROUND

Issued under authority of Part 125 of 1978 PA 368, as amended.

Michigan's Public Health Code, 1978 PA 368, as amended, (the Act) and the administrative rules adopted pursuant to the Act establish the requirements for building and operating a campground. A campground is defined in Part 125 of the Act as: *"a parcel or tract of land under the control of a person in which sites are offered for the use of the public or members of an organization, either free of charge or for a fee, for the establishment of temporary living quarters for 5 or more recreational units."* A license from the Department of Environmental Quality (DEQ) is required prior to operating a campground.

Prior to obtaining a license to operate a campground, a construction permit must be obtained from the DEQ. The developer should contact the local health department in the county that the campground is to be located and the DEQ to arrange a meeting at the site. A site evaluation will be conducted to determine if there are any limitations for the type of campground to be developed. If there are no limitations, then a construction permit must be secured from the DEQ prior to commencing the work. A proposal will have to be submitted that meets the requirements outlined in the administrative rules for campgrounds. The following documents will have to be submitted to the DEQ and the local health department:

- A completed Application for a Campground Construction Permit along with the applicable fee made payable to the STATE OF MICHIGAN and three sets of plans and specifications to the DEQ.
- A copy of the construction permit application and one set of plans and specifications to the local health department.

The DEQ will review the proposal along with any comments provided by the local health department. The applicant should allow an average of 4 weeks for the DEQ to complete the review of the proposal that is submitted. The applicant will then be issued a campground construction permit or advised in writing of the aspects of the proposal that do not comply, as appropriate.

Prior to obtaining a license to operate a new campground, a pre-licensing inspection by the DEQ and the local health department must be completed. The following documents must be submitted to the DEQ:

1. A completed Application for Annual Campground License along with the applicable fee made payable to the STATE OF MICHIGAN.
2. An affidavit signed by the owner and/or engineer, where applicable, indicating the work completed was in accordance with the approved plans and construction permit.
3. Copies of the final approvals from the plumbing and electrical inspectors having jurisdiction.
4. A copy of the safe bacteriological sample results from the water supply system.

The developer contacts the DEQ to arrange a pre-licensing inspection of the campground once all of the documents have been received. If construction was completed in accordance with the approved plans and permit, the DEQ will issue a campground license. IT IS UNLAWFUL TO OCCUPY CAMPGROUND SITES WITHOUT FIRST OBTAINING A LICENSE FROM THE DEQ.

Additional information regarding construction and licensing of campgrounds in the state of Michigan can be obtained on the internet at www.michigan.gov/deqwater or contact the DEQ at the following offices:

Department of Environmental Quality
Resource Management Division
Drinking Water & Environmental Health Section
525 West Allegan Street, P.O. Box 30241
Lansing, Michigan 48909-7741
517-241-1340

Department of Environmental Quality
Upper Peninsula District
Field Operations Section
420 5th Street
Gwinn, Michigan 49841
906-346-8300

NOTE: The local health departments are entitled to and may collect additional fees for services provided, such as inspections. Contact your local health department for their fee information. Do not send the local health department fee to the DEQ.