



Application is hereby made to the Director of the Michigan Department of Agriculture and Rural Development for an Agricultural Labor Camp License under Part 124, Agricultural Labor Camps, of the Public Health Code, 1978 PA 368, as amended.

## Agricultural Labor Camp License Application - New Camp

Application must be received by MDARD 30 days prior to camp occupancy.

### License Applicant Information

Business Name \_\_\_\_\_  
 Owner Name \_\_\_\_\_  
 Street Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Email \_\_\_\_\_  
 Birth Date \_\_\_\_\_

### Housing Location Details

County \_\_\_\_\_  
 Political Township \_\_\_\_\_  
 Camp ID \_\_\_\_\_  
 Camp Name \_\_\_\_\_  
 Street Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_

### License / Housing Capacity Detail

Apply for License		Sample Kit Needed		Opening Date	Closing Date
yes <input type="checkbox"/>	no <input type="checkbox"/>	yes <input type="checkbox"/>	no <input type="checkbox"/>		

Housing Type	Number of Buildings	Square Footage	Capacity
Self Contained	_____	_____	/ 100 = _____
Dormitory *	_____	_____	/ 40 or 50 = _____
Sleeper	_____	_____	/ 50 = _____
* One person per 50 sq. feet except if bunk beds then one person per 40 sq. feet			<b>Total Capacity</b> _____

**License Application Fee** \$ \_\_\_\_\_  
 Total Capacity X \$5

Please make check / money order payable to the State of Michigan and submit to the address at the top of the page

I hereby certify that the foregoing information is accurate and complete.

**Applicant Signature / Date** \_\_\_\_\_

**Please print your name here** \_\_\_\_\_

## **Michigan Department of Agriculture and Rural Development**

### **New and Expanding Agricultural Labor Camps License Application Instructions**

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This application is required to be completed by an owner/ operator or his/her authorized representative of any new or expanding Agricultural Labor Camp in the State of Michigan under Part 124, Agricultural Labor Camps, of the Public Health Code, PA 368 of 1978 as amended. The application must be submitted at least at least Thirty (30) days prior to planned occupancy of a camp site by Five (5) or more migrant agricultural workers.

1. Under **Corporate/ Owner Information**: Print or type all of the contact information and applicant birthdate. If available, please provide an **E-mail** address to facilitate communication with your camp inspector and receive related housing information from MDARD as they become available.
2. Under **Migrant Labor Housing Camp/ Site Detail**: Print or type all of the requested information.
3. Under **Apply for License**: (License application fees are nonrefundable)
  - a. Check "no" if you will not use this camp during this calendar year
  - b. Check "yes", if you intend to license this camp during this calendar year.
4. Under **Sample Kit Needed**: Check the "yes" box on the form under **Water Kit Needed** and sample kits will arrive approximately one month before your opening date. Sampling bottles for Coliform Bacteria and Nitrate with pre-filled forms can be mailed directly to you. The results from the lab will be emailed directly to your inspector for their review which may speed license issuance. If you choose to take your water samples to a different State of Michigan Department of Environmental Quality Certified lab, check "no". In this case, you will be responsible to providing results to your inspector.
5. Under **Opening Date** and **Closing Date** boxes: Provide dates you are expecting workers to arrive and depart.
6. Under **Number of Buildings and Square Footage and Capacity**: Indicate the number of buildings, square footage for each housing type listed to come up with camp capacity.
  - a. Use a minimum of 100 sq. ft. per person for capacity calculation in a self-contained building. A self-contained building is a building that includes the bedrooms, kitchen, bathroom(s) etc. under one roof. Example: Manufactured housing (mobile homes), renovated farm houses, duplexes, apartments etc.
  - b. Use a minimum of 50 sq. ft. per person for a dormitory or sleeper housing. These are housing set up with common buildings for food preparation and bath facilities and utilize separate sleeper units or dormitory / barracks style areas for sleeping purposes. If a bunk bed is to be used in a dormitory type housing, use a minimum of 40 sq. ft. per person.
  - c. The fee is based on your **Maximum Site Capacity** (\$5 for each 100 square feet of housing)
7. Sign, date and print name in the boxes shown.
8. Send you check or money order, payable to the **State of Michigan** and mail with your completed application in the enclosed pre-addressed envelope. If you don't have a pre-addressed envelope, mail your payment to:

Michigan Department of Agriculture and Rural Development  
P.O. Box 30776, Lansing, MI 48909

Once your application has been submitted:

- Prepare your camp for licensure.
- Conduct a self-assessment of each living unit and structure in your camp(s) using the pre-inspection worksheet which can be downloaded from [www.michigan.gov/mlh](http://www.michigan.gov/mlh) . Pay special attention to all items listed as corrective actions from the previous inspection year.
- If the water supply well was idle through the winter months, purge the well and submit water samples for analysis.
- Contact your inspector to schedule a licensing inspection at least 30 days prior to anticipate occupancy. Please call this office at 517.284. 5619 or visit [www.michigan.gov/mlh](http://www.michigan.gov/mlh) to obtain contact information for the assigned inspector in your area.