



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 _____
 Contact Name _____
 Street Address _____
 City, State, Zip _____
 Phone _____
 Email _____

Migrant Labor Housing Location

County _____
 Camp Name _____
 Street Address _____
 City, State, Zip _____
 Opening Date _____
 Requesting H2A Workers? yes no

Living Unit Details

Unit Number / ID	Type	Sq. Ft.	Capacity
	<input type="checkbox"/> House <input type="checkbox"/> Barracks <input type="checkbox"/> Hotel / Motel <input type="checkbox"/> Mobile Home	/ 100 =	
	<input type="checkbox"/> House <input type="checkbox"/> Barracks <input type="checkbox"/> Hotel / Motel <input type="checkbox"/> Mobile Home	/ 100 =	
	<input type="checkbox"/> House <input type="checkbox"/> Barracks <input type="checkbox"/> Hotel / Motel <input type="checkbox"/> Mobile Home	/ 100 =	
	<input type="checkbox"/> House <input type="checkbox"/> Barracks <input type="checkbox"/> Hotel / Motel <input type="checkbox"/> Mobile Home	/ 100 =	
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	<input type="checkbox"/> House <input type="checkbox"/> Barracks <input type="checkbox"/> Hotel / Motel <input type="checkbox"/> Mobile Home	/ 100 =	
	<input type="checkbox"/> House <input type="checkbox"/> Barracks <input type="checkbox"/> Hotel / Motel <input type="checkbox"/> Mobile Home	/ 100 =	
	<input type="checkbox"/> House <input type="checkbox"/> Barracks <input type="checkbox"/> Hotel / Motel <input type="checkbox"/> Mobile Home	/ 100 =	
	<input type="checkbox"/> House <input type="checkbox"/> Barracks <input type="checkbox"/> Hotel / Motel <input type="checkbox"/> Mobile Home	/ 100 =	

Total Estimated Capacity _____
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 Agricultural Labor Camps License Application Instructions

Licensing applications are due at least 30 days prior to occupancy. Please submit your application as soon as possible to allow a timely inspection. Please note that license application fees are nonrefundable.

- 1) Under **Unit Number ID**: Provide a unit number if known.
- 2) Under **License Applicant Information**: Provide your contact information, address, phone number and Email.
- 3) Under **Migrant Labor Housing Location**: Provide camp address, county, township and section number and intended opening date, if known.
- 4) Under **Living Units Type**: Check the type of housing available for licensing and the number of units for each type of units.
- 5) Under **Total Square Footage**: Provide the area of the building based on exterior measurements. A 20x80 mobile home unit is 1600 sq. ft.
- 6) Under **Capacity**: Provide the number of occupants in each unit. This is based on the square footage divided by 100.
 - a. Example 1: A 20x80 mobile home unit is 1600 sq. ft. Capacity is $1600/100 = 16$ people.
 - b. Example 2: A 30x71 mobile unit is $2130/100 = 21$ people. (Rounding Down)
 - c. For a 2 story home occupied on both levels, the total square footage is calculated by multiplying the house area (based on exterior dimensions) by 2
- 7) Check **H2A** box if you are expecting to use the H2A guest workers program for your labor needs.
- 8) The total application fee for all units is based on \$5.00 Dollars for each 100 square feet of housing. Write the actual dollar amount you send in the **Amount Enclosed** box.
- 9) Sign, date and print name in the boxes shown. Send your check or money order, payable to the **State of Michigan** and mail with your completed application in the enclosed pre-addressed envelope [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.
- Contact your inspector to schedule a licensing inspection at least 30 days prior to anticipated occupancy.
- 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 .
- Submit your water samples for analysis. A license will not be issued without satisfactory water sample results.

Note: Licenses can only be issued if:

- 1) an inspection has been completed with a full or temporary license recommendation
- 2) satisfactory Bacteriological and Nitrate water samples have been received
- 3) application and fee have been processed