



Michigan Department of Agriculture and Rural Development
 PO Box 30776 * Lansing MI 48909 * 517-284-5771

791ESDMLHINSPECTR

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.

Camp ID (MDARD staff to fill out)

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

Camp Name _____
 County _____
 Twp & Section # _____
 Street Address _____
 City, State, Zip _____
 Opening Date _____

Living Unit Details and Capacity Determination

Living Units Type (check all that apply)	Number of Units	Total Sq. Ft.	Potential Capacity
House			
Barracks			
Apt. or Duplex			
Mobile Home			
Hotel/Motel			
Cabin			
Other: please specify			

Occupancy Guide: Divide total sq ft by 100 to determine **potential capacity**, then round down to the nearest 100. For example if the unit is 870 sq ft, round down to 800 and your capacity is 8. Capacity and fee are based on total square footage vs how many workers you plan to have in each unit.

Potential capacity is how many people may reside in the housing based on the square footage and number of showers and toilets. This number may differ from the above occupancy guide rule, as there are sometimes limiting factors, such as number of showers, as to how many people can occupy a unit, regardless of the size of the unit.

Please include a blueprint of any new housing and if it is an existing building, please include a sketch of the interior of the unit, unless it is a hotel or motel. See page 2 for details.

Please list main crops that are grown:

Name and number of contact for inspection if it is not the contact/owner name above:

Potential Capacity _____

Requesting H2A Workers? yes no

License Application Fee \$ _____

Fee= Potential Capacity X \$5

A link to the map of inspectors by county can be found here: [Map](#)

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

Blank Agricultural Labor Camp License Application Instructions

Please refer to this page while completing your Blank License Application. Applications are due at least 30 days prior to occupancy however 60 days is suggested. Please submit your application as soon as possible to get the process started.

- 1) Business/ Owner Information: Check your contact information, address, and phone number to be sure they are correct. Please provide an email address to facilitate communication with your camp inspector and receive updated housing information from MDARD.
- 2) We need the township and section number for the parcel the camp is on. If you are unsure of either, this information can be found on on your property tax information.
- 3) Opening Date box: Provide approximate date you are expecting workers to arrive.
- 4) Water testing: Each year you will need to submit a clean water sample prior to camp occupancy for both Coliform Bacteria and Nitrates. Sample bottles are available at all local health departments and from any water sampling lab. We only accept samples from labs that are certified by the Michigan Department of Environment, Great Lakes and Energy (EGLE).
- 5) Please include a blueprint of any new housing and if it is an existing building, please include a sketch of the interior of the unit, unless it is a hotel or motel.
Blueprint vs floor(s) plan vs plot plan , should at a min show:
 - a. Scaled or dimensions shown
 - b. Show rooms dimensions
 - c. Exterior dimensions
 - d. Show bathrooms/showers/laundry/ living rooms/ bedrooms
 - e. Show window locations and sizing
 - f. Show interior or exterior staircases and entrances
 - g. Well and septic locations in relationship to housing
 - h. Other site features as applicable (storage facilities etc. distances to orchards etc)
- 6) The total application fee for each unit listed is noted on the form. This fee is based on \$5.00 for each 100 square feet of housing, regardless of the actual number or workers you will be housing.
- 7) Sign, date, and print name in the boxes shown. Send your check or money order, made payable to State of Michigan, along with your completed application in the enclosed pre-addressed envelope [Michigan Department of Agriculture and Rural Development P.O. Box 30776, Lansing, MI 48909].
- 8) When you receive your license, post it in a conspicuous location in the camp.

Once your application has been submitted:

- 1) Prepare your camp for licensure.
- 2) Contact your inspector to schedule a licensing inspection at least 30 days prior to anticipated occupancy. For H2A workers, inspection paperwork must be turned in a minimum of 35 days prior to your worker arrival. We suggest requesting your inspection 60 days in advance, so that there is ample time to correct any issue and so that your workers will not be delayed.
- 3) Conduct a self-assessment of each living unit and structure in your camp(s) using the pre-inspection worksheet (available at www.michigan.gov/mlh).
- 4) Submit your water samples for analysis (where required). A license will not be issued without satisfactory water sample results.