



AGRICULTURAL MIGRANT LABOR CAMP PLAN REVIEW APPLICATION & CHECKLIST

☐ NEW CAMP☐ SUBSTANTIAL ALTERATION☐ OTHER

Name of Camp:		County:			
Address of Camp:					
Contact Person:		Contact Telephone:			
Contact Email:					
Plans Preparer:		Preparer Telephone:			
Preparer Email:					
Project Contractor:		Contractor Telephone:			
Contractor Email:		Expected Date of Occupancy:			
Explanation of Proposed Project:					
Number of Existing Units:		Proposed Number of New Units: :	Total Units:		
Proposed Capacity:		Housing Families:	Will there be children under 6 years old?		
ALL PLANS SUBMITTED MUST BE NEAT, LEGIBLE, AND DRAWN TO SCALE. PLANS MAY BE SUBMITTED IN TRIPLICATE OR ELECTRONICALLY.					
PREPARATION OF PLANS		Yes	No	N/A	Comments
Self-Prepared	State or Local Building Department				Date Approved:
Professionally Prepared	Engineer /Architect				Date Submitted:
Supporting Documents (Written Verification) to Accompany Plans:					
Fire Protection Authority Jurisdiction:					
Floodplain Compliance Jurisdiction:					
Approval of Sewerage Disposal System Jurisdiction:					
Approval of Water Supply System Jurisdiction:					
Signature of person submitting plans:					Date:
ODH Use only					
Date Received:		Reviewed By:		Date Approved:	
Comments:					

3701-33-02 PLANS		Yes	No	N/A	Comments
Plot plan showing camp location and surrounding area					
Total area to be used for camp					
Entrance and exit roadways & driveways					
General layout of camp including housing; common buildings; hygiene & toilet facilities; recreational area; solid waste storage; laundry facilities; area lighting; water supply; and sewerage disposal system					
Housing, details including size & construction data; heating; lighting & outlet placement; ventilation; food storage, cooking & eating facilities; bed location					
Design of the toilet facilities; hygiene facilities; handwashing facilities; laundry facilities; common buildings; number & type of plumbing fixtures; and water heating system					
3701-33-05 WATER SUPPLY & SEWAGE DISPOSAL					
Water supply from an approved public water system					
Is water supplied to each housing unit?					
Sanitary sewerage system approval	OEPA				
	Local health department				
Septage hauler contract					
3701-33-06 HOUSING SITE AND UNITS					
Site adequately drained					
At least 200 feet from conditions that create odors, flies, noise, traffic or hazards					
At least 500 feet from livestock					
At least 10 feet between dwellings or other buildings					
Grounds free from debris, noxious plants, weeds or uncontrolled vegetation					
All buildings structurally sound					
Recreational space - 5% of gross camp or 1500sq. ft.					
Roads, parking area & walkways – gravel or paved					
Manufactured or mobile homes installed in accordance with OMHC and Chapter 4781. of the ORC					
Buildings adequate size, rodentproof, weatherproof & sanitary condition					

3701-33-06 HOUSING SITE AND UNITS Continued		Yes	No	N/A	Comments
Exterior door equipped with working lock					
Units consecutively numbered					
Wooden exterior walls – decay resistant or covered with non-toxic paint or non-permeable material					
Flooring – smooth finished, easy to clean & impervious to moisture					
Interior walls, ceilings & partitions – smooth finished, painted with non-toxic paint or other wall covering that is impervious to moisture					
Space requirements	≥50 sq. ft. per person – sleeping only				
	≥ 100 sq. ft. per person – combined cooking, eating and sleeping				
Ceiling height – minimum 7 ft.					
Windows	At least 1 that can be opened in each habitable room				
	10% of usable floor space				
	Open at least 50%				
Screening	Outside openings				
	Screen doors open outward & equipped with self closing devices				
All cooking spaces	Mechanical refrigeration - ≤41 degrees				
	Table & chairs				
	Adequate ventilation				
	Wall surface easily cleanable & impervious to moisture				
	Wall surface adjacent to cooking areas – fire resistant				
	Flooring – easy to clean & impervious to moisture				
Cooking space for ≤10	Stove with 2 burners				
	Food storage– 6 sq. ft.				
	Counter space – 2.5 sq ft.				

3701-33-06 HOUSING SITES & UNITS (Continued)		Yes	No	N/A	Comments
Cooking space for >10	1 stove per 10 occupants				
	2 burners on each stove				
	Food storage – 12 sq. ft.				
	Counter space – 5 sq ft.				
Central dining facilities in compliance with ORC 3717.					
Each unit has kitchen sink with hot & cold running water					
Each unit has hand wash sink with hot & cold running water (existing before 1/1/17)					
Fuel lines & storage tanks secured					
Sleeping Facilities	Bed w/clean mattress provided for each occupant				
	Bedframe sturdy				
	No triple bunks				
	Separate sleeping accommodations for each sex if not single family				
Family Dwellings	Double occupancy beds				
	Separate room for adults (if there are children under 6 years old)				
	Rigid privacy partition - 6 ft. high				
Bed spacing	≥12 inches from floor to bottom of mattress				
	≥24 inches laterally or end-to-end				
	≥27 inches between upper & lower bunk beds				
	≥27 inches from upper bunk to ceiling				
Hanging clothes & storing personal effects – 12 in. x 36 in. hooks or rod and shelf for each occupant					
3701-33-07 TOILET & HYGIENE FACILITIES					
Type of toilets: Water flush _____ Chemical _____ Privy _____ Other _____					
Toilet facilities	Room used only for toilet purposes				

3701-33-07 TOILET & HYGIENE FACILITIES (Continued)		Yes	No	N/A	Comments
Toilet facilities	Within 200 ft. of each dwelling				
	At least 50 ft. from each dwelling and from water supply (privies & chemical toilets)				
	Located so no individual must pass through a sleeping room (other than their own) to use				
	Separate facilities for each sex (unless family unit)				
	Distinctly marked "Men" or "Women"				
	Seats for each sex 1:15				
	Curtain or partition between seats in same room				
	Adequate lighting				
	Adequate ventilation				
	Adequate supply of paper with holders				
	Self-closing doors				
	Screen on all outside openings				
	Handwashing facilities w/soap & towels or dryer				
Urinals	Impervious materials				
	Substitute 1 for toilet				
	1 per 25 male occupants				
	Flooring - impervious material that extends at least 15 inches from outward edge				
Showers	Hot & cold running water				
	Showerheads 1:10				
	Showerheads 1:15 (if built prior to 4/2/85)				
	Showers \geq 3 ft. apart				
	At least 9 sq. ft. in area				
	Separate facilities for each sex				
	Separated by solid wall				

3701-33-07 TOILET & HYGIENE FACILITIES (Continued)		Yes	No	N/A	Comments
Showers (Continued)	Distinctly marked for "Men" or "Women"				
	Adequate dry dressing space				
	Walls smooth & impervious; junctions coved.				
	Floor non-skid, coved, sloped to drain				
Handwashing	Hot and cold running water				
	1 sink per 6 occupants				
	1 sink per 15 occupants (if existing prior to 4/2/85)				
	At least 1 sink per sex in common use facilities				
3701-33-08 LAUNDRY FACILITIES					
Hot & cold running water					
Roof over laundry area					
Located in an enclosed building – after 4/2/85					
Floors – constructed of impervious material					
Floors – sloped to drain					
Laundry tray or tub (1 per 25)					
Mechanical washing machines (1 per 50)					
Clothes drying facilities					
3701-33-09 HEATING					
Camp operated before June 1 st or after August 31 st					
Heating equipment capable of maintaining ≥ 70 F					
Furnace type _____ BTUs _____					
Combustible fuel heaters	Vented to the outside				
	Not portable				
	Floor protection of fire resistant material				
	Floor protection extending 18 in. beyond the perimeter of the base of the stove				

3701-33-09 HEATING (Continued)		Yes	No	N/A	Comments
Minimum distances between heating devices & ceilings & walls	36 inches for radiant using solid or liquid fuel				
	18 inches for circulating using solid or liquid fuel				
	6 inches from rear & sides of circulating gas space heater				
Stovepipes or exhaust vents	18 inches from walls & ceilings				
	Vented, fire resistant collar				
Auto controls cut-off fuel supply when fails or safe temperature or pressure exceeded					
Fuel lines & tanks secured					
Portable electric heaters	Equipped with auto shut-off				
	Present in housing unit or storage building at camp				
3701-33-10 ELECTRICITY & LIGHTING					
Electric service provided					
Common areas and each habitable room have wall or ceiling light fixtures					
Wall outlets no more than 6 feet apart					
0.3 foot candle of light in yard area					
All electrical systems installed in accordance with National electric code or local codes					Letter from contractor at inspection
3701-33-11 SOLID WASTE					
Individual containers for each dwelling - ≥ 32 gallons					
Bulk-type located ≤ 100 .ft. from dwelling					
Collected at least once per week					
3701-33-12 PEST CONTROL					
Buildings constructed to minimize entrance of pests					
3701-33-13 FIRE, SAFETY, & FIRST AID					
Single story, <10 occupants – 2 means of egress					
≥ 10 – 2 doors leading to outside					
2 story – interior stairway & permanent affixed exterior ladder or exterior stairway					

3701-33-13 FIRE, SAFETY, & FIRST AID (Continued)		Yes	No	N/A	Comments
Ceiling or wall mounted smoke alarm provided					
Fire extinguishers	4A 60 BC fire extinguisher - ≤75 Ft from any unit				
	2A 10BC in each unit				
First aid kit readily available					
Sign posted listing phone numbers for emergency services and address of camp					
Notes or additional information					