



OBTAINING A CONSTRUCTION PERMIT FOR A CAMPGROUND

This document is intended as a reference to the campground portions of the Public Health Code, 1978 PA 368, as amended (Act), and the Campground Rules. It is intended to provide information on what should be included on plans submitted to EGLE for the purpose of obtaining a construction permit and does not replace or supersede any portion of the Act and Rules. Plans are required to be submitted for new campgrounds and for additions or modifications to existing campgrounds. The Act, Rules, forms, contact information, and other details can be found on the EGLE campground website: www.Michigan.gov/EGLECampgrounds.

General

- Complete the *Application for Campground Construction Permit* and submit with **three** sets of plans and applicable fee to the address on the application. In addition, submit a copy of the application and one set of plans to the local health department (LHD) where the campground will be located. Upon construction permit issuance, one set of approved and stamped plans will be sent to each the applicant and the LHD, with EGLE retaining a copy.
- Plans are required for every construction permit application. All plans shall contain the information and detail necessary to allow EGLE to conduct an independent engineering review to determine compliance with the Campground Rules. Plans must be prepared and sealed by an engineer or architect registered in Michigan for all projects where the total cost is \$15,000 or more. Plans for projects less than \$15,000 are not required to be sealed.
- Contact the local unit of government to inquire about zoning ordinances and any other necessary approvals. Zoning approval will be required prior to the issuance of a Campground License.
- If the campground will have a water well (see Water Supply), the owner must contact the LHD to obtain an installation permit. EGLE and the LHD will work together to ensure that the campground water supply has sufficient capacity, water quality, and proper well construction isolation for the campground proposal.
- If the campground will have an on-site wastewater system (see Wastewater System), the owner must contact the LHD and/or EGLE to evaluate the soils to determine suitability for subsurface wastewater disposal. Typically, the LHD will issue a permit for an on-site wastewater system.
- **Permanent structures requiring footings are not allowed on campsites.** For more information regarding permanent structures, visit the campground website.

Definitions

- Campground sites are defined as **modern** if the site depends on flush toilets at a service building or if the sites have sewer connections. A campground site is defined as **primitive** when flush toilets are not available and sewer connections are not provided. Primitive sites are required to have privies. Campground sites with water and/or electrical connections can be considered primitive or modern.
- **Group camping areas** do not have defined boundaries but are determined based on the maximum number of equivalent campsites in a group area. One camping unit is allowed per 1,200 square feet. For example: a 12,000 square foot group area divided by 1,200 square feet per campsite = 10 campsites.
- **Camping cabin** means a recreational unit that is a hard-sided tent or shelter that is less than 400 square feet in area, is on skids designed to facilitate relocation (i.e., is moveable), and does not have a direct connection to a source of water. A camping cabin is considered a camping unit and shall be located on a licensed campsite.

Plan Submittal

- A scaled site plan of the entire project showing the project location and adjacent roads is required. The plans must show the total number of sites, type of sites (group, modern, or primitive), and location. Each site is required to have not less than 15 feet of road frontage width and a minimum of 1,200 square feet area. Each site must have an unobstructed 4-foot space between recreational vehicles.

- The plans or information must include numbering or other identification for each site. Each campsite shall indicate if it has electrical, water, and/or sewer connections. Each site must be well drained.
- The water well location/locations and sewer location/locations must be indicated. Obtain all LHD permits and approvals for the water supply and wastewater disposal systems. If there are primitive sites, show the number and location of privies.

Water Supply

- Designate the type of water supply: municipal or on-site water well system.
- For on-site water well systems, obtain an LHD permit and/or approval of the water well. Show the water well location/locations and isolation distances to potential sources of contamination. The water supply shall be of an approved design, above-ground, allow access to the pump for maintenance and repair, provide equipment for the disinfection of the entire water system, provide sample taps, and provide pump-to-waste facilities for all wells.
- All site water connections shall adhere to the required pipe sizes, material specifications, and proper isolation distances. Plans must show the waterlines for new sites. Local plumbing permits may be needed.

Wastewater System

- Designate the type of wastewater disposal system: municipal or on-site (i.e., sewage system, septic tank/tile field, lagoons), and/or privies (and their design).
- All site sewer connections shall adhere to the required pipe sizes, material specifications, and proper isolation distances. Plans must show the sewer lines for new sites. Local plumbing permits may be needed.
- For on-site wastewater systems, obtain an LHD permit (or EGLE permit, where applicable) and/or approval of the systems. Show the system location/locations, size and type, and proper isolation distances.
- Privies, outhouses, or portable privies must be properly constructed, have a watertight vault with a minimum storage capacity of 500 gallons, and be vented above the roof. Provide the adequate number of privies (one for each sex) for every 25 sites. Assure compliance with proper isolation distance (>50 feet from campsites). An LHD permit may be required. Portable privies are allowed with a copy of the annual contract for pumping service.
- Sanitary stations (dump stations) must be properly designed and constructed. Sanitary stations are required when RVs cannot connect directly to the campground's water and sewer systems and in primitive campgrounds if the campground is served by water under pressure (see Campground Rule 26 for more details).

Service Buildings

- Service buildings shall be constructed in accordance with applicable state or local building codes; building details and specifications shall be included on the plans.
- Provide the required number of toilets, urinals, and lavatory facilities in accordance with the fixture schedule in Campground Rule 21.

After EGLE Issues the Construction Permit

- It is unlawful to occupy the campground before the license has been issued. The annual license fee must be paid prior to opening the campground and before the initial inspection. Contact EGLE for an invoice and campground license application.
- The owner must obtain all electrical and plumbing approvals and a construction affidavit from the engineer indicating that the campground was constructed in accordance with the approved plans. Approvals and affidavit must be submitted to EGLE before a license can be issued.
- The owner must obtain water well, wastewater disposal system, and plumbing approvals, including compliance with any water supply sampling requirements.
- After the construction has been completed and before campsites can be offered for camping, please contact EGLE or the LHD where the campground is located for an initial inspection (1-2 weeks prior to planned opening). LHDs are entitled to and may collect additional fees for services provided, such as inspections. Contact your LHD for their fee information.