



BOH Forms: #25 Family Campground Checklist

Board of Health and Local Health Department Standard Operating Procedures (SOP)

This **Checklist** highlights many of the permitting requirements for family campground and similar housing options. The checklist is designed to be used in tandem with **105CMR 440:00**. **Remember: BOH always has the final say on requirements.**

State Sanitary Code, Chapter VI – 105 CMR 440:00 Minimum Standards for Family Type Campgrounds

Note: all housing is BOH regulated for health/safety, including owner/tenant occupied; temporary/permanent; short/long term. Except:

- State and Federal Facilities which are regulated and inspected by their government agencies
- Institutional housing such as group homes, nursing homes and hospitals licensed/inspected by the State under stricter regulations. BOH health usually inspects their operation for food and general sanitation.
- Farm Camps regulated under State Sanitary Code Chapter III - 105 CMR 420:00 – BOH may inspect.
- Recreational Camps for Children regulated under State Sanitary Code Chapter IV - 105 CMR 430:00. BOH must permit & inspect
- Mobile Home Parks regulated under the Housing Code 105 CMR 410:00 – BOH must permit & inspect
- Temporary campsites for 2 or fewer campers/groups occupying a site for less than 30 days in a calendar year unless a health and safety issue.

Family Campground Definitions

- **Camping Unit:** Every vehicle, tent or other moveable shelter intended for human habitation.
<https://www.mass.gov/regulations/105-CMR-44000-state-sanitary-code-chapter-vi-minimum-standards-for-developed-family#downloads>
- **Owner Occupied Unit or Rental**, both short and long-term.
- **Short-term Rental (STR)** defined as more than 14 days and less than 32 continuous days.
- **Temporary and Mobile Housing/Dwelling** such as tents, trailers, vans, campers and the like occupied 30 days or more per year in one location. (Note: during emergencies, temporary housing use may be expanded or not allowed, depending on the situation.)
- **Campground:** Every tract of land used overnight by 3 or more families or groups
- **Safari Field:** Every area used as a temporary (1-2 nights) overflow for a permitted Family Campground.
- **Campground Cottages:** Enclosed Housing Units available for rent in a Family Campground tract of land.

BOH Regulated Family Campgrounds

Note: BOH routinely permit/inspect the following and may charge a fee under M.G.L. c. 140, § 32B of up to \$50 for the permit plus additional fees for other BOH Regulated Services such as food, beaches, pools, spas, inspections and re-inspections. Note. At least one person in the group must be over 18 and the caregiver of those under 18.

- o **Family Campgrounds or RV Parks** whether sites are owned or rented. It does not include a children's day camp, recreational camp for children, mobile home park or picnic area with no overnight sleeping.
- o **Safari Field.** An over-flow site attached to a permitted Campground with up to 60 campsites per acre for a few nights
- o **Campground Cottages.** These may also be subject to Short-Term Rental (STR) Excise Taxes
- o **Temporary Shelter Sites unless managed by Federal or State authorities**
- o **Temporary Family Campgrounds**

BOH Regulated Family Campgrounds Permitting

- o **Initial Permit Application:** requires a BOH hearing and DEP notified to ensure safe water and sewer.
- o **Renewal Applications:** a Permit can be issued without a hearing or DEP notification to existing campgrounds in good standing.
- o **Permit Expiration:** December 31 (MGL) or July 1 (CMR)
- o **Local Regulations:** BOH may pass local regulations stricter than the State Regulations at a properly convened BOH meeting.

Requirements for a Family Campground Application

Note: State Regulations require the following before issuing a BOH permit to operate. Local Regulations may be stricter

- **Facility Layout/Plot Plan:** Include all buildings, campsites, roads, and proposed septic and drinking water plans.
- **Maximum number of campsites, RV connections, cottages, etc.**
- **Water:** BOH/DEP approved/tested potable water supply that is regularly tested/piped to each campsite or within 1000 feet for tent sites.
- **Sewer:** BOH approved/safe septic/sewer system that is regularly inspected and has a BOH approved maintenance contract.
- **Septic Holding Tank** or Dumping Station provided for RVs per 100 camp sites.

- **Occupancy:** Maximum number of campsites/Units must be stated on the permit
- **Size:** Campsites must be a minimum of 25 ft. wide, 1200 sf. And have 200 sf. For parking.
- **Camp Cottages:** structurally sound, weathertight, easily cleanable, floor, adequate lighting and ventilation. Maybe STR taxes.
- **Fire and Building Inspector Approvals:** Maximum Occupancy Limit, fire exits, alarms, signs, inspections, etc.
- **Solid Wastes:** Adequate Refuse Management Plan
- **Showers:** 1 Shower & 1 sink per 30 campsites unless only self-contained RVs are allowed.
- **Toilets** separated for privacy within 500 feet of campsites served with adequate supply of toilet paper and water.
- **Poison ivy** and poison oak cleared within 50 feet of all campsites

Items to Check Before Permitting

- **Pre-Approval of plans, layout, water, septic, etc. only valid for 1 year.**
- **Water Sources.**
 - Public Water Supply for Campgrounds that operate for more than 60 days per year for 25 or more different people.
 - Private Water Supply – must be tested regularly, at least monthly when operating.
 - Water Source must be approved by DEP
- **Sewerage/Septic System**
 - Public Sewers – ensure hook up
 - Private Septic Systems
 - LBOH for less than 10,000 gallons/day
 - DEP for more than 10,000 gallons/day
 - **Dumping Stations (Require a tight tank for stabilized wastes)**
- **Beaches and/or Pools** must be permitted – Separate permit applications
- **Food Service or Food Sales** – Separate permit applications
- **Trash/Dumpsters** locations and number
- **Traffic Control and Emergency Plans**
- **Fire Pits** – 6 feet clear from flammable objects in all directions
- **Other Regulated Services Proposed**
- **Fire and Building Approvals.**
 - Smoke/CO Detectors
 - Occupancy Permits & Exit Signs
 - Electrical Safety
 - Others

Items to Check During Inspections

- **Cabins** for safety, CO/Smoke detectors. Ventilation, Dampness, Lighting, Egress
- **Campsites** for safety, Lighting, level. Min. 25ft width, 1200 sf area and 200 sf. parking
- **Toilets:** at least 2 for males and 2 for females + 1 each additional for every 30 campsites not more than 500 ft away. Self-contained RVs excepted.
- **Bathrooms** for safety, cleanliness, ventilation, mold, privacy, lighting, security
- **Water Systems** and most recent testing
- **Wastewater Systems**, pumping records (over 10,000 gal/day combined regulated by DEP)
 - **Safari Field Campsites** may have a compliant Graywater dumping station
 - **Privies and Composting Toilets** need special permission
 - **Dumping Stations** – Holding Tanks with Pumping Records. At least 1 per 100 sites without sewers
- **Electrical Systems**
- **Solid Waste Management** – refuse storage must be secure and tidy
 - **Recycling systems** provides as per State and local regulations
- **Beaches, Pools** (Require separate permits)
- **Food Operation** – Eating and Drinking Sales and Service
- **Weed Control** – poison ivy, poison oak, poison sumac, and other noxious weeds within 50 ft of all campsites, paths
- **Surface Drainage Systems** – control standing water and flooding
- **Open Fire Pit Safety** – 6 feet clear in all directions
- **Other Regulated Services Offered**
- **General Cleanliness and Sanitation**
- **Traffic Control and General Safety**
- **Past Orders to Correct**

BOH Does Not Usually Permit or Inspect

Note: Unless required by Local Regulations, BOH do not routinely issue permits but may inspect the following for complaints:

- **Individual Tents, Trailers & Camp Sites used less than 30 days per year** on private, owner-occupied property unless they are Short-Term Rentals (STR) subject to the State Excise Tax: <https://www.mass.gov/info-details/room-occupancy-excise-tax>
- **Single-Family House/Apartment Rentals for 32 days or longer.** If permitted, usually a pre-rental or annual inspection is done.
- **Owner Occupied Housing.** (This is not common to permit or inspect unless there is a complaint.)
- **Emergency Shelters** (Civil Defense/Emergency Shelters are usually not permitted but are inspected regularly by the BOH.)

Public Health Orders*	The BOH has broad authority to pass local regulations; order mandatory isolation and quarantine, suspend evictions require special sanitation at the owner's expense or restrict the use of housing or occupancy in emergencies. This authority may be restricted for COVID-19 workplace standards, though the BOH as the local enforcement authority may be able to assess if the establishment has met the intent of the State orders.
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