



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 by their government agencies
- Institutional housing such as group homes, nursing homes and hospitals licensed/inspected by the State under stricter regulations.
- Farm Camps regulated under State Sanitary Code Chapter III - 105 CMR 420:00
- Recreational Camps for Children regulated under State Sanitary Code Chapter IV - 105 CMR 430:00
- Mobile Home Parks regulated under the Housing Code 105 CMR 410:00
- Temporary campsites for 2 or fewer campers/groups occupying a site for less than 30 days in a calendar year unless a health 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.

- o **Family Campgrounds or RV Parks** whether sites are owned or rented (4/11/20-5/4/20 campgrounds are closed as non-essential*)
- o **Safari Field** an over-flow camp site with up to 60 campsites per acre.
- 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**

BOH Regulated Family Campgrounds Permitting Checklist

- 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.

Permit Requirements for a Family Campground

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

- **Water:** BOH 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

COVID-19 Control Plan Requirements Phase II – July 6, 2020 www.mass.gov/reopening

- o **State COVID-19 Safety Plans** <https://www.mass.gov/doc/workplace-safety-and-reopening-standards-for-campgrounds-phase-iii-step-1/download>
- Enforcement Assistance :** DLS hotline: (508) 616-0461x9488 or by sending an email to safepublicworkplacemailbox@mass.gov
 - o Campgrounds and most facilities open with up to 40% capacity for indoor common spaces.
 - o Composting toilets may be restricted. Privy's ok in primitive camps. Portable toilets OK with chemical stabilizers if necessary.
 - o 20 ft between campsites. Tents ok. Maximum 12 occupants per campsite. Camping units must register a POC info.
 - o Camping units should not mix or play together unless they can maintain 6 feet of social distancing,
 - o Retail and food service allowed as per the current retail and food service regulations. Limited organized entertainment.
 - o Face masks and social distancing required when leaving the campsite.

- o Beaches and Pools can be open with permits; Social Distancing must be maintained. Masks are not suggested while swimming.
- o Common areas must be cleaned frequently as required, at least once per day.
- o Shared items and rentals should be sanitized between users.
- o As long as social distancing is maintained, laundry areas and bathrooms open and cleaned daily, ideally between users.
- o EEA COVID-19 Outdoor Recreational Facility Restroom Cleaning Best Practices followed <https://www.mass.gov/doc/eea-covid-19-cleaning-of-restrooms-best-practices-5-18-20/download>
- o Signage posted to remind all of the COVID-19 Control Plan requirements
- o Notify the BOH of any COVID-19 cases
- o Employee Protections:
 - o Handwashing, masks, social distancing, sanitizer, wipes, no shared equipment without disinfection
 - o Illness screening and stay-at-home policy when ill.

BOH Does Not Usually Permit

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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