



Environmental Health

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Process for Camp Plan Review and Facility Approval

Purpose:

Union County Environmental Health is required to conduct plan reviews of new Resident/Summer/Primitive Camps and modifications or renovations to existing camps in accordance with the Rules Governing the Sanitation of Resident/Summer/Primitive Camps, 15A NCAC 18A .3600(Resident)/.1000(Summer)/.3500(Primitive).

- I. Business/Owner submits Camp Plan Review Application
 - a) Items required to be submitted with an application:
 1. A completed application
 2. A topographic map of property showing locations of existing or proposed buildings, equipment, water supply, wastewater system and recreational waters
 3. Floor plan layout of food service, bathing and lodging facilities
 4. Specifications of food service/plumbing equipment
 - b) If facility is/will not be served by public sewer:
 1. Existing system proposed to be used, then an application and fee for an inspection of existing system will be required
 2. Application and fee for a soil evaluation will be required for a new septic system
 - c) If facility is/will not be served by public water:
 1. Existing well proposed to be used, then an application and fee for water samples and well inspection will be required
 2. Application for well permit will be required for a new well
- II. Environmental Health Specialist reviews application and other required information
 - a) Environmentalist contacts owner/applicant/contact person for any clarifications or additional information required for plan review by phone/email/letter
 - b) Once plans have been approved by Union County Environmental Health, approval is forwarded to the associated agencies (for example: Union County Building Code Enforcement or other authorized agency in a municipality)
- III. A pre-opening inspection of facility is performed to confirm all sanitation requirements are in compliance. Once the facility is in compliance, a permit to operate will be issued if the following are completed:
 - a) Certificate of Completion for a well or a clearance letter for water quality has been issued (if required). Confirmation of service if on public water
 - b) Operation permit for a septic system or an approval of the inspection of an existing system has been issued (if required). Confirmation of service if on public sewer
 - c) Building and Fire code approvals from the appropriate municipalities
- IV. A permitted seasonal camp is required to submit the Advanced Notification for Seasonal Operation form at least 45 days prior to opening for the season.

