

# STATE OF MAINE HEALTH INSPECTION PROGRAM

## LICENSE APPLICATION FOR - **YOUTH CAMP**

### Applicant Information

Establishment Name: \_\_\_\_\_

Location of Business, E-911 Address: \_\_\_\_\_ Town/City, Zip Code: \_\_\_\_\_

Mailing Address; Town/City, Zip Code: \_\_\_\_\_

Business Telephone: \_\_\_\_\_ Business E-mail: \_\_\_\_\_

Contact Person's Name: \_\_\_\_\_ Contact Phone #: \_\_\_\_\_

Contact FAX #: \_\_\_\_\_ Contact E-mail: \_\_\_\_\_

**THERE IS A 30 DAY REVIEW PERIOD AFTER RECEIPT OF A COMPLETED APPLICATION. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED AND WILL BE RETURNED FOR COMPLETION. IT IS ILLEGAL TO OPERATE UNTIL AN INSPECTION IS PERFORMED AND A LICENSE IS ISSUED.**

### 1. Licensing Information:

If your food service is provided by a 3<sup>rd</sup> party contract, please submit an Eating & Lodging application, and check off "Food Service at Youth Camp" and have the Food Service company submit it to our office.

This business (check one):

- ☐ is new and has never been licensed.  
☐ is presently ☐ was previously licensed by the Department of Health and Human Services. If so, provide D.H.H.S. License EST ID# \_\_\_\_\_

### 2. Business Information:

Please check one: ☐ Corporation/LLC ☐ Individual ☐ Partnership ☐ Association ☐ Other**Corporation/LLC, Individual, Partnership, Association or Other Name:** \_\_\_\_\_**Owner(s) Name:** \_\_\_\_\_**Owner(s) Mailing Address:** \_\_\_\_\_

This business corporation is in good standing with the Secretary of State and all State Licensing Boards.

☐ Yes ☐ NoPlanned Opening Date: \_\_\_\_\_ (Allow at least 30 days following your submission of a **completed** application)Operating Dates: ☐ Year-round ☐ Seasonal: Opening Date \_\_\_\_\_ Closing Date \_\_\_\_\_

Director: \_\_\_\_\_

Directors Experience: \_\_\_\_\_

### 3. Former Owner's Information, if applicable:

Former Owner's Name: \_\_\_\_\_ Former Business Name: \_\_\_\_\_

### 4. Business Proposal:

A. Check all boxes that apply: Are you proposing to: ☐ Remodel ☐ Change Ownership ☐ Change Use ☐ Increase Use ☐ Other? Please Specify: \_\_\_\_\_

B. Describe the business: \_\_\_\_\_

C. As applicable, indicate the proposed number of:

Youth Campers: Boys \_\_\_\_\_ Girls \_\_\_\_\_ Staff \_\_\_\_\_

**Pools: If you have a public pool or spa included in your establishment, please complete the License Application for Public Pools and Spas; HHE-640**

D. Please check all applicable activities

Aquatics \_\_\_\_\_ Watercraft \_\_\_\_\_ Adventure Challenge/Ropes Course \_\_\_\_\_ Equestrian \_\_\_\_\_ Target Sports \_\_\_\_\_

Trip Camping \_\_\_\_\_ Other (describe) \_\_\_\_\_

**5. License Type & Fees:** Check (✓) the appropriate box for your proposal:

CAMP		
Youth Camp-Day		\$135.00
Youth Camp-Trip and Travel		\$135.00
Youth Camp-Resident Less Than 100 Campers		\$260.00
Youth Camp-Resident 100-200 Campers & Property Tax-Exempt: More Than 200 Campers		\$285.00
Youth Camp-Resident More Than 200 Campers		\$300.00

MISCELLANEOUS FEES	
Reprint License	\$25.00
Late Renewal within 30 days of license expiration date	\$25.00
Late Renewal more than 30 days after expiration date	\$100.00 for 1 <sup>st</sup> offense + \$25 for first 30 days
Additional Inspection	\$100.00
Insufficient Funds	\$25.00

## 6. Drinking Water:

**Please note Sections 6 and 7 should be filled out completely as is relevant to your establishment. Incomplete applications will be returned to the sender.**

A. Does your water come from a public city/town water supply?

☐ **Yes**, provide the name of the city/town water supplier to which you pay your water bill.  
\_\_\_\_\_. Then, skip to #7 Wastewater Disposal.

☐ **No**, please indicate private source or potential source of water:

- ☐ Drilled Well
- ☐ Surface Water
- ☐ Dug Well

B. Is or was your business regulated by the State Drinking Water Program as a public water system?

1. Yes, provide your Public Water System ID# \_\_\_\_\_, answer question 6C. and skip to #7 Wastewater Disposal.

2. If no or unsure, please contact the Maine Drinking Water Program at 207-287-2070 and continue:

C. Will your business serve tap water in any of the following forms? Check all which apply. If you checked "Yes" to any of the questions below, and are not served by public water, you will be regulated by the Maine Drinking Water Program and should contact them at 207-287-2070.

- ☐ Cups/glasses of water.
- ☐ Drinks made on site (soda, lemonade, slush drinks, iced tea, juices, etc.).
- ☐ Ice made onsite.
- ☐ Drinking water fountain.
- ☐ Cups in the restroom or near any sink available to the public.
- ☐ Water is used as an ingredient for uncooked foods made onsite. For example, instant

gelatin desserts.

☐ Other, specify: \_\_\_\_\_

D. Are you applying for a change of ownership?

☐ If **Yes**, please provide the following water test results from a certified Laboratory for the following tests:

<b>Nitrate, Nitrite, Total Coliform</b>	Samples must be taken within the last 3 months before the date this application is received.
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☐ If **No**, please provide the following water test results from a certified Laboratory for the following tests:

<b>Nitrate, Nitrite, Total Coliform</b>	Samples must be taken within the last 3 months before the date this application is received.
<b>Antimony, Arsenic, Chloride, Fluoride, Hardness, Iron, Manganese, pH, Uranium</b>	Samples must be taken within one year before the date this application is received.

For a list of Certified Laboratories, see [www.medwp.com](http://www.medwp.com) or call the Maine Drinking Water Program at 207-287-2070.

**(Please ensure all tests are included on your water test report to ensure timely processing of your application.)**

E. If there are underground fuel storage tanks within 1000 feet of the well, a volatile organics water test (VOC 524) must also be done.

F. Additional sampling may be required if known contamination has occurred near the well.  
For a list of Certified Laboratories, see [www.medwp.com](http://www.medwp.com) or call the Maine Drinking Water Program at 207-287-2070.

G. A site plan (more detailed map of the well site)

H. Drilled well construction information (if known):

Depth\_\_\_\_\_ft. Length of casing\_\_\_\_\_ft. Yield\_\_\_\_\_gal/min.

I. A description of the major components in the water system:

Storage (type of Tank and Size): \_\_\_\_\_

Treatment (type, manufacturer): \_\_\_\_\_

Piping (type, above or below ground): \_\_\_\_\_

J. Distance from the well to the nearest point of all leach fields (septic systems) within 300 feet?  
\_\_\_\_\_(feet). **If less than 300 feet, please stop and contact the Drinking Water Program at 207-287-2070 before submitting this application.**

K. Distance from the well to all underground storage tanks within 1000 feet?\_\_\_\_\_(feet).  
**If less than 1000 feet, please stop and contact the Drinking Water Program at 207-287-2070 before submitting this application.**

L. Distance from the well to the nearest property line?\_\_\_\_\_(feet)

M. How much land is controlled and/or owned around the well?\_\_\_\_\_(acres)

If you qualify as a public water system (PWS), you will be regulated by the Maine Drinking Water Program.

## 7. Wastewater Disposal:

Is wastewater disposed to an on-site wastewater disposal system, either proposed or existing? ☐ Yes ☐ No

**If yes**, you must complete the attached “Onsite Wastewater Disposal System – Local Review and Verification Form” (Appendix C) which requires your Local Plumbing Inspector to verify compliance with the Maine Subsurface Wastewater Disposal Rules, 10-144 CMR 241 (the Rules). The Local Plumbing Inspector must verify that either the existing subsurface wastewater disposal system has the capacity to accept the proposed business’s wastewater or that an expanded system has been designed and approved that meets applicable design requirements found in the Rules. Municipal records for your property should include copies of wastewater disposal system designs completed to date. If the municipality cannot locate a copy of the design(s) you may search here:  
<https://apps.web.maine.gov/cgibin/online/mecdc/septicplans/index.pl>

**Demonstration of adequate wastewater disposal system capacity for the use proposed is required prior to licensure by the Health Inspection Program.**

Please visit our website for more information regarding wastewater disposal systems at [www.mainepublichealth.gov/septic-systems](http://www.mainepublichealth.gov/septic-systems) or call us at 207-287-5689 if you have any questions.

**If no**, please provide the name of the city, town or utility district to which you pay your sewer bill, or a copy of an overboard discharge license issued by the Maine Department of Environmental Protection.

Public Sewer Entity: \_\_\_\_\_

## 8. Menu:

Attach a copy of your menu, or a draft menu.

### 9. Kitchen or Food Preparation Area Plan:

Use this grid or a separate sheet of graph paper to draw a floor plan, or provide a floor plan prepared by a knowledgeable party, for eating place food preparation area(s)/kitchen(s). If the plan is not drawn to scale, the dimensions must be clearly labeled.

This image shows a full page of blank graph paper. The grid consists of small, equal-sized squares formed by thin black lines. There are no margins, text, or other markings on the page.

The floor plan should include the following items.

Sinks:	Toilet Facilities:	Refrigeration:	Facilities:
1. Hand Washing	1. Toilets	1. Walk-in Coolers	1. Food Preparation Areas
2. Ware Washing	2. Sinks	2. Walk-in Freezers	2. Food Storage Areas
3. Utility	3. Urinals	3. Freestanding Coolers	3. Trash/Refuse/Redemption Areas
4. Food Prep	4. Other	4. Freestanding Freezers	4. Dining Areas
5. Dipper Wells		5. Ice Maker	5. Equipment/Counters/Seats/Tables
6. Other		6. Other	6. Dry Storage/All Other Storage

## 10. Eating Place Business Review:

**Complete this table by filling in the blanks and placing a check mark or number where appropriate.**

<b>COLD STORAGE</b>		<b>PROPOSED OPERATING HOURS</b>		<b>SERVICE PROVIDED</b>	
Walk-in Cooler		Sunday:	AM/PM	AM/PM	Take-out
Reach-in Refrigerator		Monday:	AM/PM	AM/PM	Buffet
Closed Display Refrigerator		Tuesday:	AM/PM	AM/PM	Sit-Down
Open Display Refrigerator		Wednesday:	AM/PM	AM/PM	Delivery
Refrigerated Buffet Unit		Thursday:	AM/PM	AM/PM	Window
Beverage Cooler		Friday:	AM/PM	AM/PM	Catering
Refrigerated Food Prep. Unit		Saturday:	AM/PM	AM/PM	Single Service Tableware
Rapid Pull-down Refrigerator		<b>KITCHEN EQUIPMENT &amp; SINKS (Numbers)</b>		<b>TOILET FACILITIES</b>	
Walk-in Freezer		Ice Machine(s)		Number of Fixtures:	
Reach-in Freezer		Ware washing Sink(s) with 3 basins		Men's Bathroom	
Closed Display Freezer		Ware washing Sink(s) with 2 basins		Toilets	
Open Display Freezer		Hand washing Sink(s)		Urinals	
Freezer Buffet Unit		Utility Sink(s)		Sinks	
Other		Food Prep Sink(s)			
<b>DRY STORAGE</b>		Ware washing Machine(s)		Women's Bathroom	
Metal Shelves		Microwave(s)		Toilets	
Wooden Shelves		Hot Holding			
Plastic Shelves		Oven(s)		Sinks	
Cabinets		Other			
Bins (food grade)		<b>Meals being served:</b>		Employee Bathroom	
Barrels (food grade)		<b>Please check all that apply:</b>		Toilets	
Bulk		<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch		Urinals	
Pallets		<input type="checkbox"/> Supper		Sinks	
Other					
				Other (describe)	
<b>CERTIFIED FOOD PROTECTION MANAGER(S) See below.</b>					
Name:		Certificate Date:			
Name:		Certificate Date:			
Name:		Certificate Date:			
<b>IMPORTANT: In order to complete your application, you <u>MUST</u> submit a valid copy of your Certified Food Protection Manager with your application for new establishments, or change of ownership. Contact the Health Inspection Program at 207-287-5671 for more information. Go to <a href="http://www.maine.gov/healthinspection">www.maine.gov/healthinspection</a> for a list of CFPM courses. Provide a <u>copy</u> of a CFPM certificate for each certified person.</b>					

11. 22 MRS Ch 1071 §4010-A (1) requires every public or private program that is administered licensed or funded by DHHS or DOC and hires staff or selects volunteers and provides care or services for children to develop a written policy regarding child abuse and neglect. The policy must minimally include:
- a) A description of how the youth camp and children are managed to prevent abuse or neglect;
  - b) Reporting of suspected abuse or neglect or other violations to the appropriate designated authorities;
  - c) A course of action if allegations of abuse or neglect are made against the youth camp or its staff; and
  - d) Grievance procedures for staff and for children and their parents or guardians regarding alleged abuse or neglect.
- § 4010-A(2) requires a youth camp as part of its application for licensure or renewal to file this child abuse policy with HIP.

Please attach your written policy to include a separate section for for a) Prevention Description, b) Reporting, c) Course of Action and d) Grievance Procedures in order for HIP to process your application.

12. Signature:

I, \_\_\_\_\_, Owner/Operator of the business, hereby state that this

PLEASE PRINT NAME CLEARLY

application is accurate to the best of my knowledge. I further acknowledge that I am aware that deliberate falsification of the information herein shall be sufficient cause for denial of a license to operate the business. Discovery of deliberate falsification of information on this application after a license is issued may subject the individual to penalties, fines and other sanctions authorized by licensing statutes and rules, as well as the imposition of any other penalties, fines and sanctions provided by law.

Applicant's Signature \_\_\_\_\_ Date of Signature \_\_\_\_\_

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PLEASE MAIL TO:

**HEALTH INSPECTION PROGRAM  
286 WATER STREET 3<sup>rd</sup> FLOOR  
AUGUSTA ME 04333-0011**



Please refer to the License Type & Fees for specific fees for various licenses on page 2

**MAKE CHECK OR MONEY ORDER PAYABLE TO: TREASURER, STATE OF MAINE  
(Fees are non-refundable.)**

For more information, please refer to our rules <http://www.maine.gov/sos/cec/rules/10/chaps10.htm>  
Ch. 200: Maine Food Code, Ch. 208 Rules Relating to Boys, Girls, Boys and Girls, Day Camps and Primitive and Trip Camping.

If you have questions, please call the Health Inspection Program at 207-287-5671.

***We wish you remarkable success in your business!***

**Appendix C**  
**Onsite Wastewater Disposal System - Local Review and Verification Form**

This form is to be used by Health Inspection Program license applicants to demonstrate that their facility has adequate **wastewater disposal** system capacity for the use proposed. This form must be presented to the Local Plumbing Inspector of the municipality where the facility is located for review and approval of wastewater disposal system capacity.

*Please include this completed form with your license application.*

**Health Inspection Program**  
**Onsite Wastewater Disposal System Local Review and Approval Form HHE-602**  
**Appendix C**

**To be completed by the Owner/Applicant**

Date: \_\_\_\_\_

Facility Name: \_\_\_\_\_

Facility Physical Address: \_\_\_\_\_

Facility: [ ] Owner [ ] Operator: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-Mail \_\_\_\_\_

Mailing Address if different from address above: \_\_\_\_\_

1. Check all boxes that apply: Are you proposing ☐ new construction ☐ remodeling ☐ ownership  
☐ change ☐ change in use ☐ increased use or ☐ other? Specify: \_\_\_\_\_
2. Please describe the proposed use or proposed change in existing use for this property:
  - a. Prior use as licensed: \_\_\_\_\_ (for example, "a takeout with no seats", "a 40 site campground" or "not previously licensed");
  - b. Proposed use: \_\_\_\_\_ (List number of units for example, "40 seat restaurant", "a 30-unit motel" or "no change in use").
  - c. Are you a new owner of the establishment (please circle)? Yes No

Please have the Local Plumbing Inspector at your town office verify that he/she has reviewed your proposal and has determined that: **A) the existing wastewater disposal system has the capacity required for your proposal; or, B) you have had a new or expanded wastewater disposal system designed, installed and inspected that will meet the requirements for proper wastewater disposal. Uses that increase wastewater disposal system design flows by more than 25%, including prior unapproved increases, must be installed at the time of expansion or change of ownership as required in Section 9 of the Maine Subsurface Wastewater Disposal Rules.**

**To be completed by the Local Plumbing Inspector:**

**MANDATORY: LPI please write in number of indoor/outdoor seats, rooms, campers and/or sites**

\_\_\_\_\_ SEATS-IN \_\_\_\_\_ SEATS-OUT \_\_\_\_\_ ROOMS \_\_\_\_\_ COTTAGES

\_\_\_\_\_ CAMPGROUND SITES \_\_\_\_\_ YOUTH CAMP CAMPERS \_\_\_\_\_ YOUTH CAMP STAFF

\_\_\_\_\_ OBD COMPLIANT (Y/N?) (If has an Overboard Discharge System for wastewater disposal, contact DEP

Compliance staff: <https://www.maine.gov/dep/water/wd/OBD/index.html>) \_\_\_\_\_ # Gallons Licensed to Discharge

(To request a record search for difficult to find permits please visit [www.mainepublichealth.gov/septic-systems](http://www.mainepublichealth.gov/septic-systems))

I, \_\_\_\_\_, the undersigned, have reviewed the proposal for the subject property and find that the property is either served by an existing wastewater disposal system that meets the design requirements for the proposed use or the applicant has submitted an application for an expanded system design (and installation if required by the Expansion section of the Rules) that meets the design requirements of the Rules and any relevant local ordinances for the proposed use.

**LPI Signature** \_\_\_\_\_ **Date** \_\_\_\_\_