



TRAILER COURT/CAMPGROUND/YOUTH CAMP/WORK CAMP LICENSE APPLICATION

MONTANA DEPARTMENT OF PUBLIC HEALTH & HUMAN SERVICES
ENVIRONMENTAL HEALTH & FOOD SAFETY SECTION

Final licensure may be subject to further review by DPHHS

License Fees: ☐ 1 - 10 sites - \$80 ☐ 11 - 25 sites - \$150 ☐ 26 or more sites - \$225

PLEASE PRINT

Licensee (Operator/Owner) Name: _____

Establishment Name: _____

Establishment Location Address: _____

City: _____ Zip Code: _____ County: _____

Mailing Address (If different from above): _____

City: _____ State: _____ Zip Code: _____

Contact Telephone: (____) _____ Contact FAX: (____) _____ Email: _____

Licensee Signature: _____ Date: _____

**Regulatory authority must submit applications with fees to DPHHS/EHFS.
DPHHS will not accept license applications directly from applicants.**

This Section is to be completed and signed by the Regulatory Authority Only!

Type of Establishment: (Check one or more – fee is determined by the total number of sites available)

- ☐ Campground: # of sites: Recreational Vehicles _____ Tents _____ Rustic Cabins _____ Other _____
- ☐ Trailer Court (Mobile Home Park): # of sites _____
- ☐ Work Camp: \$40
- ☐ Youth Camp: \$40

Water Supply:

- ☐ Public, PWSID # _____
- ☐ Private, Test Results Satisfactory? ☐ Yes ☐ No

Previously Licensed: ☐ No ☐ Yes Former name of Establishment: _____

Previous License Number: _____ Last Calendar Year Licensed: _____

License Limitations and Restrictions: _____

(The above statement will appear on the printed license identifying restriction with this license)

SIGNATURE OF REGULATORY AUTHORITY: _____

Final authorization of all trailer court, campground, work camp, and youth camp licenses is subject to DPHHS review.

PRINTED NAME OF REGULATORY AUTHORITY: _____

DATE: _____ COUNTY: _____

***** Please do NOT staple check or money order to this document *****

EHFS October 2025

Applicant Instructions – Camp, Campground, and/or Trailer Court

Licensee Name (Business Owner/Corporation): The license for a facility is specific to an owner or operator. Write the name of the person or entity that will be responsible for ensuring this establishment will meet public health requirements. A new license application is necessary when the owner or operator of an establishment changes, even if the name of the facility does not change. If the facility is leased, list the name of the lessee when that person is responsible for the establishment meeting public health requirements.

Establishment Name: Write the business name of the facility. If the business has several sites, the establishment name must be specific to the location for this application. When making license application for multiple locations, use a separate application form for each facility, and give the physical location (street and number) for each on its respective application form.

Establishment Address and Contact Information: Write the physical location (street address) of the camp, campground, and/or trailer court establishment. Some establishments have a different office or management location. If there is doubt about which address to use, attach an explanation with this application. Please include the information necessary to locate the facility for inspection (directions, if needed), so that your license approval will not be delayed.

Mailing Address: The address entered here is where the license and annual renewal notice will be sent. Late fees may result if the renewal notice is sent to a seasonal facility location which is closed. If you desire the license(s) for one or several franchise operations to be sent to the head office or corporate office, or to a business agent, enter their mailing address.

Contact Information: Enter all information requested.

Note: The space at the bottom of the application form is to be completed by the local health authority. If the facility has new construction or has been remodeled, plan review approval and pre-opening inspection approval by the health authority is necessary before the license is approved and the establishment commences business. If the new license application is for a change of ownership, at a minimum, a pre-opening inspection by the health authority is necessary before the license will be approved.

It is recommended that new license applicants make contact with the local health department or county sanitarian early in the application process. Some portions of the license application review process may involve plan review, providing written procedures, building code approval, fire safety inspection, building permits, water system plans, laboratory analysis of water, etc. Please contact your local health department office for assistance or plan review forms.

Local Health Authority Instruction – Camp, Campground, and/or Trailer Court

Type of Establishment:

The type of establishment identifies the types of camp, campground, and/or trailer court operations that occur on a location. A camp, campground, and/or trailer court establishment may have multiple types at the same location – check all types that apply. Only one annual license fee is charged for each location.

A license is specific to the type(s) of establishment operation(s) approved by the local health authority and is limited to the types of camp, campground, and/or trailer court facilities that occur at that location. Multiple types means the health authority must review the public health and safety requirements specific to each type approved.

Type Brief Description/Examples

- 1 Campground: Campground means a parcel of land available to and principally used by the public for camping, where persons can camp, secure tents or cabins, or park trailers for camping and sleeping purposes.
- 2 Trailer Court: Trailer court means a parcel of land upon which two or more spaces are available to the public and designated for occupancy by trailers or mobile homes for use as residences. The term does not include a parcel composed of platted lots, each lot of which: is filed with the county clerk and recorder; contains only one trailer space; and is served by a public water supply system and public sewage system that meet the requirements adopted pursuant to Title 75, Chapter 6, Part 1, and that are located within the boundaries of an incorporated city or town.
- 3 Work Camp/Youth Camp: Work camp means a parcel of land on which housing is provided by a person for two or more families or individuals living separately, for the exclusive use of the employees of the person and the families, if any, of the employees. For purposes of this subsection (50-52-101, MCA), housing includes but is not limited to camping spaces; trailer parking spaces; mobile, modular, or permanent barracks or structures; and any appurtenant water supply and distribution system, sewage collection and disposal system, solid waste collection and disposal system, or food service and dining facilities. Housing does not include shelter provided by an employer for persons who are employed to perform agricultural duties on a ranch or farm. Youth camp means a parcel of land on which permanent buildings, tents or other structures are maintained as living quarters for 10 or more people and that is used primarily for educational or recreational use by minors. The term includes any appurtenant water supply and distribution system, sewage collection and disposal system, solid waste collection and disposal system, or food service and dining facilities.

Sub-type/Number of sites, cabin, employees or persons:

- For campgrounds, identify the number of RV or tent sites or cabins available for sleeping.
- For trailer courts, identify the number of sites available for residential use.

License Limitation/Condition/Comment Statement: May be used to ID locations for camp sites on the same premises, identify camping use restrictions, such as no permanent use of RV sites, identify a plan or correction (including starting & ending dates and the approving health authority), or any other information needed to clarify the license approval.