



**MOBILE HOME PARK OR RECREATIONAL VEHICLE
PARK/CAMPGROUND LICENSE APPLICATION**
DEPARTMENT OF HEALTH AND HUMAN SERVICES
FOOD AND LODGING UNIT
SFN 16307 (01-2024)

| |
|-----------------------|
| FOR OFFICE USE |
| Date Received |
| Amount Received |
| CC, Cash, MO, Check # |

SECTION 1: MOBILE HOME PARK OR RV PARK/CAMPGROUND AND OWNERSHIP INFORMATION

Check the appropriate box(es) and complete all applicable information. (See Page 2 for Instructions)

| Change in Ownership or | | New Business | |
|--|----------------|---------------------------|-------------------------|
| <input type="checkbox"/> New business/newly built business or new construction | | | |
| <input type="checkbox"/> Change in Ownership | Effective Date | Previous Business Name | |
| Previous License Number | | Previous Owner Name | |
| Mobile Home Park or RV Park/Campground Information | | | |
| Business Name | | | |
| Business Physical Address | | City | Zip Code |
| | | | County |
| Business Mailing Address | | City | State |
| | | | Zip Code |
| Business Email Address | | Business Telephone Number | |
| Ownership Information | | | |
| As required by NDCC 23-10-06.2, provide the following information and the name, address and telephone number of any individual possessing more than 20% ownership interest in the entity, corporation, LLC, partnership, etc. (provide additional sheets if additional room is needed) | | | |
| Before operating this establishment, you must contact the Secretary of State at 701-328-4284. | | | |
| Owner Type: __Co-op __Corporation __Government Entity __Sole Proprietorship/Individual __Limited Liability __Non-profit __Partnership | | | |
| Legal Name of Owner (if other than sole proprietor/individual, list name as registered with the North Dakota Secretary of State) | | | |
| Owner Mailing Address (if different from above) | | City | State |
| | | | Zip Code |
| Owner Email Address (if different from above) | | Owner Telephone Number | |
| Individual Owner (First and Last Name) | | Telephone Number | Percentage of Ownership |
| Address | | City | State |
| | | | Zip Code |
| Individual Owner (First and Last Name) | | Telephone Number | Percentage of Ownership |
| Address | | City | State |
| | | | Zip Code |
| Individual Owner Name | | Telephone Number | Percentage of Ownership |
| Address | | City | State |
| | | | Zip Code |

| | | | |
|--|------------------|-------------------------|----------|
| Individual Owner (First and Last Name) | Telephone Number | Percentage of Ownership | |
| Address | City | State | Zip Code |

No individual possesses more than 20% ownership interest in the entity applying for license.

Mobile Home Park or RV Park/Campground Manager Information

| | | | |
|---|--|---|----------|
| Official Local Office Address | City | State | Zip Code |
| Telephone Number (manned on weekdays between 8am-5pm) | Emergency Telephone Number (manned at all times) | | |
| Name of Park Manager or Designated Site Agent | | | |
| Park Manager or Site Agent Address | City | State | Zip Code |
| Park Manager or Site Agent Email Address | | Park Manager or Site Agent Telephone Number | |

License Information

Indicate the type of license for which application is being submitted and the total number of each type of unit below. If you operate or intend to operate a mobile home park **and** a recreational vehicle park/campground, you must apply for a license for each and complete one application and plan review form for each. Licenses expire December 31st of each year. Conversion of a mobile home park, recreational vehicle park/campground from one type to another must be approved by the department

| | | | |
|---|--------------------|----------------------------------|-------------|
| <input type="checkbox"/> Mobile Home Park | Total Mobile Homes | Total Recreational Vehicles | Total Tents |
| <input type="checkbox"/> RV Park/Campground | | | |
| _____ Open Year Round | _____ Seasonal | If seasonal, months of operation | |
| Source of Water Supply | _____ Municipal | _____ Private | _____ Rural |
| Type of Sewage Disposal System | _____ Municipal | _____ Private | _____ Rural |
| Method and Frequency of Garbage Disposal | | | |

Mobile home park or recreational vehicle park/campground license fees are available at hhs.nd.gov/foodandlodging. License fees will be requested by HHS after review of the submitted application. For questions call the Food and Lodging Unit at 701-328-1291.

| | | |
|---------------------------------------|---|--|
| Submit by mail, email, or fax: | ND Health and Human Services Food and Lodging Unit 1720 Burlington Dr, Suite A Bismarck, ND 58504-7736 | Email: foodandlodging@nd.gov -or- Fax: 701-328-0340 |
|---------------------------------------|---|--|

For a change of ownership of an existing park, the new owner may request a transfer of license per NDCC 23-10-06.2 if the following are certified, in writing, and submitted with the license application:

- There will be no expansion, conversion, alteration, renovation or remodel of the existing park at change of ownership.
- The new owner acknowledges they are aware of previous inspection history, required corrections, and any Notice of Requirement and assumes responsibility for completing any required items.
- The request to transfer a license is being requested at least 30 days prior to the change of ownership.

DHHS will review license application request to transfer, and if approved, notify the applicant.

The undersigned is familiar with the North Dakota Century Code Chapter 23-10 relating to mobile home parks and recreational vehicle parks/campgrounds and with Chapters 33-33-01 and 33-33-02 of the North Dakota Administrative Code dealing with mobile home parks and recreational vehicle parks/campgrounds for which the application is made and certifies that operation will be in compliance with the requirements of the above-mentioned statute and rules.

| | |
|-----------------|------|
| Owner Signature | Date |
|-----------------|------|

MOBILE HOME PARK OR RV PARK/CAMPGROUND LICENSE APPLICATION SECTION 2: INSTRUCTIONS

1. A pre-opening inspection of the business may be necessary to determine compliance with laws governing mobile home parks and recreational vehicle parks/campgrounds.
2. Fill out the application completely. An incomplete application cannot be processed and will be returned to the sender which may delay the review and result in the denial of licensure.
3. For new construction or altering or enlarging an existing mobile home park or recreational vehicle park/campground, complete Section 3: Plan Review Checklist found on page 4 and submit with the license application at least 30 days prior to beginning construction. **Construction may begin once plan approval has been provided.**
4. Within 3 – 5 business days, the Department will contact the submitter to confirm receipt of a complete application and plans submittal and will determine license fee payment based on the set fee schedule available at hhs.nd.gov/foodandlodging.
5. HHS will only conduct the plan review after payment of the required license fee is received. Following payment, allow up to **30 calendar days** for review. Written notice confirming approval of plans or detailing revisions needed will be communicated within this timeframe.
6. **Changes to any plans may require additional plan submittal and review as changes without prior approval may void this plan review submission.** Notify the HHS of any changes made to the plan layout, equipment, process flow, or submitted documents.
7. It is **recommended** that local planning and zoning approval is acquired before submitting plans for review by the HHS. In addition, the following agencies should be contacted for any necessary approvals/certifications (as applicable). Required documentation must be submitted to the HHS prior to final license approval, including but not limited to:
 - Local Building Code Authority Contact your city or county for a building permit, building inspection, or certificate of occupancy.
 - ND Secretary of State Register your business at sos.nd.gov/business/business-services or call 701-328-2900.
 - ND State Tax Commissioner Apply for state tax ID number at tax.nd.gov/business or call 701-328-1241.
 - ND State Fire Marshal Request a fire inspection from the state or local fire authority at firemarshal.nd.gov or call 701-328-5555.
 - ND State Plumbing Board Request a plumbing certification or proof of licensed installation at ndplumbingboard.gov or call 701-328-9977.
 - ND State Electrical Board Request an electrical certificate or proof of licensed installation at ndseb.com or call 701-328-9522.
 - ND Dept. of Environmental Quality Submit water and wastewater system plans for approval to Division of Municipal Facilities at deg.nd.gov/MF or call 701-328-5200. For onsite wastewater treatment systems serving less than 15 connections or less than 25 people, contact your Local Public Health Unit for permit requirements. For water supplies connected to less than 15 connections and serving less than an average of 25 persons daily, less than 60 days out of the year, obtain a copy of the Well Driller's Report (SFN 60273) and satisfactory water testing.

For questions or assistance, please contact the Food and Lodging Unit at 701.328.1291 or 1.800.472.2927 or email foodandlodging@nd.gov.

MOBILE HOME PARK OR RV PARK/CAMPGROUND LICENSE APPLICATION

SECTION 3: PLAN REVIEW CHECKLIST

Requirements provided in this document are consistent with North Dakota Century Code 23-10 and the North Dakota Administrative Code (NDAC) 33-33 and 33-33-02.

PROJECT MANAGER INFORMATION

| Construction, Remodel, Conversion, or Renovation Estimated Dates | | | |
|---|--|-----------------------------------|-------|
| Project Planned Start Date | | Estimated Project Completion Date | |
| Point of Contact/Applicant Information (Owner/Architect/Contractor) | | | |
| Point of Contact | | | |
| Mailing Address | | City | State |
| Email Address | | Telephone Number | |
| ZIP Code | | | |

Mobile Home Park/RV Park/Campground Plan Review Checklist

Enclose the following documents:

- Plan drawn to scale of the Mobile Home Park, RV Park or Campground. Plans should include:
 - Layout of travel trailer (RV) lots and mobile home lots.
 - Information about the type of housing units being set, for example, manufactured or park model home (HUD), IBC-labeled modular homes/dormitory building, FEMA trailers, etc.
 - Areas for tents (primitive), if applicable, are designated.
 - Note the spacing of lots/building in proximity to one another, spacing provided for playground(s), roadway widths and traffic flow, parking, lighting and how water and wastewater will be handled.
 - Location of any service buildings or any other proposed structures.
 - Location and type/size of rechargeable fire extinguishers when applicable.
 - Location and number of light poles.
 - Location and method of garbage disposal.
- Local Planning and Zoning approval.
- For new construction or expansion, approval for installing a private wastewater system issued by the Department of Environmental Quality Municipal Facilities, or a signed local septic permit, is required.
- Drinking water supply must be provided that is a public or nonpublic water system.

After submission of the application, and before a pre-operational inspection may be conducted, the following are required:

- Electrical and plumbing certificates.
- Fire Inspection Report completed by the state or local fire authority when applicable.
- Conspicuously post or distribute a digital or hard copy of the mobile home park or recreational vehicle park/campground rules and regulations.
- Conspicuously post or provide a copy to tenants in writing of the mobile home park or recreational vehicle park/campground's procedure for responding to emergencies and complaints.
- Provide verification of an approved potable water source or satisfactory water testing.

Approval of plans does not establish compliance with state or local license requirements nor is it acceptance or issuance of a license to operate or occupy a mobile home park or recreational vehicle park/campground. It further does not constitute endorsement or acceptance of the completed mobile home park or recreational vehicle park/campground. A pre-operational inspection may be necessary to determine compliance with laws governing mobile home parks or recreational vehicle parks/campgrounds and to determine the license approval prior to operation. Certificates and permits may be submitted during the preoperational inspection if not available at this time. I certify that the above information as submitted is correct and I fully understand that any deviation without prior approval from the Food and Lodging Unit may void this submission for plan review.

| | |
|-----------------|------|
| Owner Signature | Date |
|-----------------|------|

For questions or assistance, please contact the Food and Lodging Unit at 701.328.1291 or 1.800.472.2927 or email foodandlodging@nd.gov.

Submit by mail, email, or fax:

ND Health and Human Services
Food and Lodging Unit
1720 Burlington Dr, Ste A
Bismarck, ND 58504-7736

Email: foodandlodging@nd.gov
-or-
Fax: 701-328-0340