



# ULSTER COUNTY DEPARTMENT OF HEALTH

239 Golden Hill Lane, Kingston, NY 12401-6441, (845) 340-3010, Fax (845) 340-3045

**JEN METZGER**  
*County Executive*

**CAROL M. SMITH, MD, MPH**  
*Commissioner of Health*

**\*\* PLEASE READ CAREFULLY AND ENTIRELY TO ENSURE TIMELY AND  
PROPER PROCESSING OF YOUR PERMIT APPLICATION\*\***

Dear Children’s Camp Owner/Operator:

Enclosed is an application for a permit to operate a Children’s Camp in Ulster County. **This application must be submitted 60 days prior to the camp opening date. Please be advised that operating without a valid permit is a violation of Part 7-2 of the New York State Sanitary Code and may subject you to an administrative enforcement action and may result in closure.** Also, it is the responsibility of the owner and/or operator of a children’s camp to notify the Ulster County Department of Health in writing of any changes in the status of the operation of your establishment (e.g. closing, change of ownership, etc.) **Children’s Camp permits are not transferable.**

The following **MUST** be completed and returned in order for your application to be processed. The application **cannot be processed and permit issued** if any of the required information below is missing or incomplete. If you have any questions regarding the enclosed application, please call the Environmental Health Division at (845) 340-3010.

- Complete Sections A, B, F, G & H on the enclosed application
- Enter expected opening date and closing date on the application
- Sign and print your name on page four of application
- Enclose copies of **\*Workers’ Compensation and Disability** forms or signed **CE-200 Exemption** form

**\*New York State Law requires every facility to have workers’ compensation and disability insurance or to have a CE-200 Exemption form from the New York State Workers’ Compensation Board. See page four of the application and the WC-DB information sheet for instructions regarding the forms that MUST be submitted.**

- Satisfactory pre-operational bacteriological water sample report and “Start Up Certification” (see enclosed “Potable Water Systems for Children's Camps”)
- Prior to permit issuance, the camp property and facilities must be inspected and approved; required forms (including the DOH-367, DOH-2040, Statewide Central Register Database Check, DOH-2271) and all certifications for required camp staff (include a copy of the Health Director’s driver’s license) must be submitted.
- Enclose appropriate payment of fee(s) by check or money order payable to: **Ulster County Commissioner of Finance.**

**ALL PERMIT APPLICATION FEES ARE NON-REFUNDABLE**

**Children’s Camp Fee Schedule**

Children’s Camp (for-profit camps).....	\$200.00
Children’s Camp with bathing beach (3 fecal samples) @ \$40 each.....	\$120.00
<b>Water Sample</b> (required for each water system).....	<b>\$ 40.00</b>
<b>Returned check fee</b> .....	<b>\$ 20.00</b>

- Return all of the above to:

**Ulster County Department of Health  
Environmental Health Services Division  
239 Golden Hill Lane  
Kingston, New York, 12401**