



## Ohio Administrative Code

### Rule 3701-25-02 Responsibilities of the board of health.

Effective: January 1, 2022

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(A) Pre-approval requirements. Prior to issuing a permit to operate a newly constructed, substantially altered or existing unlicensed resident camp, the board of health shall review and either accept or not accept plans that have been submitted in accordance with this chapter.

(B) Site evaluation. To determine its suitability, the board of health shall evaluate the location for a newly constructed, substantially altered or existing unlicensed resident camp and prepare and sign a written site evaluation report. The report shall include at a minimum, topography, soil conditions, previous uses, and available utilities for the resident camp.

(C) Plan review. The board of health shall, within thirty days of receiving a complete plan review package for review, either approve or disapprove the plans in writing or, in the case of incomplete plans, request additional information. If additional information is requested, the board of health shall approve or disapprove the plans within thirty days after receiving the additional requested information. If the board of health does not receive a response to the request for additional information within forty-five days, the board of health shall disapprove the package.

(1) Plan approval. Except as otherwise provided in this rule, a written plan approval issued for a resident camp shall be valid for two years after the date on which the approval was issued. One extension may be granted for a period of up to one year, if it is found that the applicant for plan approval has made a good faith effort to complete the construction or substantial alteration, but has failed to complete it for reasons beyond the applicant's control. A request for an extension shall be filed in writing before the plan approval has expired.

(2) Plan expiration. If the construction or substantial alteration has not been completed within the two-year period, or within the limit of any extension granted under this rule, the plans shall be resubmitted.

(3) Plan disapproval. The board of health may disapprove plans if the applicant for plan approval



fails to comply with, or the proposed construction or substantial alteration fails to comply with any rule of this chapter.

(4) Hearing request. Any applicant may appeal the disapproval of their plans in accordance with fair hearing procedures adopted by the board of health.

(D) Inspections. The board of health shall have the right of entry and access to resident camps at any reasonable time for the purpose of inspecting and investigating conditions relating to the administration and enforcement of this chapter.

(1) Before a permit is initially issued and annually thereafter, or more often if necessary, the board of health shall cause each resident camp to be inspected relative to compliance with these rules.

(2) A record shall be made of each inspection.

(E) Permitting. The board of health shall process complete applications to operate a resident campground, within thirty days of receipt. The board of health shall either issue a permit or respond to the applicant regarding the application.

(1) Applications for permit renewal shall be received in April of each year.

(2) Each permit issued shall be effective from the date of issuance until the last day of April each year.