
Guidelines on submitting ALC plans to Ohio Department of Health (ODH)
for new construction, extensive alterations or remodeling in an agricultural labor camp

Ohio Administrative Code 3701-33-03(A) states that no person shall construct, extensively alter or equip an agricultural migrant labor camp until plans have been submitted in triplicate to and approved in writing by the licenser.

Five examples of remodeling or rehabilitation that would NOT be classified as an extensive alteration and would NOT require plans to ODH are:

1. New siding.
2. New trusses or new roof covering.
3. New inside walls, floors or movable partitions.
4. New electrical wiring: a letter would still be required to assure safety of new wiring in accordance with 3701-33-10(A)(5).
5. New window, doors, screen doors and screens: the new window would still have to meet 3701-33-07(A)(12) window area = 10% usable floor space, and meet 3701-33-17(A)(1) in regard to second means of escape with an openable area 24" x 24".

Examples of *extensive alteration* that would require plans to ODH are:

1. Any construction that changes the basic structure or foundation of an existing building.
2. Total replacement of a housing unit or replacement of common use facilities.
3. Any new housing units or new common use facilities added to a camp.
4. Additions to or modifications of existing facilities' number of plumbing fixtures such as toilets, hand washing sinks, showers, kitchen sinks and laundry tubs and/or machines (in either housing units or common use buildings).

In addition, Ohio EPA written approval is required for any increased demand on the water supply or sewage disposal systems caused by the installation of any additional plumbing fixtures in common facilities or individual units.

Five examples of new construction or extensive alterations requiring plans for ODH review:

1. The *extensive alteration of an existing housing unit* such as cutting into an outside wall and increasing the floor area would be considered an addition to an existing housing unit. The new additional room would need to meet new habitability standards of 1985:
3701-33-07(A)(7) 50 ft²/100 ft², only if it increases the occupancy of the unit (the previously existing space would not meet the new habitability standards)
3701-33-07(A)(11)(b) 7 ft ceiling height
3701-33-07(A)(13) anchors & tie downs/A.N.S.I. for manufactured homes
3701-33-10(A)(3) wall outlets ≤6 ft each way, etc.

2. *New or replacement housing units* which must meet the minimum standards of habitability, plus the following additional minimum habitability standards for new construction or extensive alteration after 4/2/85:
 - 3701-33-07(A)(7) 50 ft²/100 ft², only if it increases the occupancy of the unit
 - 3701-33-07(A)(11)(b) 7 ft ceiling height
 - 3701-33-07(A)(13) anchors & tie downs/A.N.S.I. for manufactured homes
 - 3701-33-10(A)(3) wall outlets ≤6 ft each way.

3. *The replacement of an existing common use facility* (may contain toilets, showers, hand washing sinks) with no increase in camp capacity which must meet the minimum standards of habitability of 3701-33-11 and 3701-33-12, plus the following additional minimum habitability standard for new construction or extensive alteration after 4/2/85:
 - 3701-33-11(A)(3) regarding urinals.

The toilets, showers and hand washing sinks can be replaced one for one and the number does not have to be increased. However, the hot water supply must meet the sizing requirements of the ODH policy titled, "hot water requirements-ALC" dated 11/27/85.

4. *The construction of new common use facility* or an addition to an existing common use facility as a result of an increase in the camp capacity which must meet the minimum standards of habitability of 3701-33-11 and 3701-33-12, plus the following additional minimum standards of habitability for new construction or extensive alteration after 4/2/85:
 - 3701-33-11(A)(3) regarding urinals
 - 3701-33-12(A)(3) one showerhead/10 occupants
 - 3701-33-12(A)(5) one lavatory/six occupants or 1/family with a minimum of one lavatory for each sex in a common use facilities
 The hot water supply must meet the sizing requirements noted in hot water guidelines.

5. *The addition of plumbing fixtures* in a housing unit which must meet the minimum habitability of 3701-33-11 and 3701-33-12, plus the following additional minimum standards of habitability for new construction or an extensive alteration after 4/2/85:
 - 3701-33-12(A)(3) showerhead
 - 3701-33-12(A)(5) lavatory

If only a kitchen sink is installed in the housing unit, it may be supplied by a hot water heater with at least six gallons capacity. However, the installation of a shower, hand sink and kitchen sink requires compliance with hot water heater sizing requirements.

Guidelines for ALC plan review and approval by ODH

The plan review process shall be conducted in the Columbus Central Office to determine compliance to the regulations 3701-33-01 to 33-21 of the Ohio Revised Code.

The operator shall be given the rules Chapter 3701-33 and a plan review application form to assist in the development of their plans.

The proposed site shall be checked for periodic flooding and appropriate location. The operator shall contact the county floodplain administrator or local contact and forward a copy of their appraisal to ODH.

- 1) If the operator decides to continue the project, the operator shall submit three detailed copies of plans to the Columbus Central Office for review.
- 2) Plans shall be reviewed in the Columbus central office to determine compliance to Ohio Administrative Code (3701-33-01 to 3701-33-20). Plan review shall be completed by the Columbus central office within 30 days from receipt. After plans have been reviewed, all plans shall be stamped approved with date and signature or reviewer.
- 3) The plan-approval letter shall be prepared in the Columbus Central Office and sent to the operator along with one copy of the approved plans. Approved plan copies shall be filed in the permanent plan file and district field file.
- 4) A copy of the plan-approval letter will be sent to the appropriate Ohio EPA district. Copies also will be placed in the permanent plan, district file and the field file.
- 5) Plan approvals for new or extensively altered agricultural labor camps shall remain valid for a period of two years from the date of approval. However, a one-year extension may be granted by the director of health if the operator so requests before the end of the two-year time limit. The plan approval date and two-year extension shall be noted in the approval letter.
- 6) The ODH sanitarian shall conduct a pre-licensing inspection after completion of the project to assure compliance with the approved plans and the rules.