



Oklahoma City County Health Department  
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 occhd.org/fe

## STEPS FOR OPENING A CAMP IN OKLAHOMA CITY

**IMPORTANT NOTICE:** The Board of Adjustment or Zoning Authority may turn down your application to open or operate a camp at your chosen location. You should consult with your Zoning officials prior to making any changes to any property you are attempting to open as a camp.

This is a general guide for you to follow when attempting to open a camp facility within Oklahoma County. The guide is presented in checklist format so that you can track your progress toward completing all steps. Failure to accomplish any step outlined in this handout could delay the licensing process and thus your ability to open when desired.

STEPS	DESCRIPTION OF REQUIRED ACTION	DATE COMPLETED	PERSON CONTACTED
Step 1	Call the Food Safety & Environmental Health Division of the Oklahoma City-County Health Department (OCCHD) at (405) 425-4347 to request "Steps for Opening a camp in Oklahoma County".		
Step 2	Call the Oklahoma Department of Human Services (DHS) at (405) 767-2650 to request information on licensure for the State of Oklahoma.		
Step 3	Obtain a copy of Chapter 14 of the Oklahoma City Municipal Code. This chapter gives specific guidance and laws regarding the establishment and operation of a camp within Oklahoma City limits. You can acquire Chapter 14 at 420 W Main, OKC or at <a href="http://www.municode.com">www.municode.com</a> .		

### PLAN ASSISTANCE AND SITE REVIEW

STEPS	DESCRIPTION OF REQUIRED ACTION	DATE COMPLETED	PERSON CONTACTED
Step 4	If you desire a review of a location for suitability as a camp, you can request a feasibility study from the Food Safety & Environmental Health Division. To do so call (405)425-4347. This feasibility study does not replace the required on-site visit for licensing approval _____ by the OCCHD nor does it indicate that your camp will be _____ approved as a licensed camp within Oklahoma City. It is meant to provide assistance to you in determining required changes.		Date and Time for Review:



**FIRE INSPECTION**

<b>STEPS</b>	<b>DESCRIPTION OF REQUIRED ACTION</b>	<b>DATE COMPLETED</b>	<b>PERSON CONTACTED</b>
Step 5	Call (405) 297-3584 to schedule a Fire Department review.		Date and Time for Review:

**ZONING REQUIREMENTS:** the following two steps may require 30 to 90 days to complete.

<b>STEPS</b>	<b>DESCRIPTION OF REQUIRED ACTION</b>	<b>DATE COMPLETED</b>	<b>PERSON CONTACTED</b>
Step 6	Call Zoning at (405) 297-2575 to determine what is required by the Board of Adjustments. <b>THIS STEP IS MANDATORY FOR ALL APPLICANTS.</b>		

**PLAN SUBMISSION**

<b>STEPS</b>	<b>DESCRIPTION OF REQUIRED ACTION</b>	<b>DATE COMPLETED</b>	<b>PERSON CONTACTED</b>
Step 7	If your proposed camp is being built or remodeled, contact the Oklahoma City Public Works Department, Plan Review, at (405) 297-3835, or you can visit in person at 420 W Main St, Oklahoma City		

**CAUTION: DO NOT PROCEED WITH STEP 11 UNTIL YOU HAVE RECEIVED APPROVAL FROM YOUR MUNICIPALITY'S ZONING AUTHORITY OR BOARD OF ADJUSTMENT!**

**SECOND FIRE INSPECTION, IF NECESSARY**

<b>STEPS</b>	<b>DESCRIPTION OF REQUIRED ACTION</b>	<b>DATE COMPLETED</b>	<b>PERSON CONTACTED</b>
Step 8	If you have completed all corrections required by the Fire Department on their initial review, call your Fire Official for a final fire inspection. You must have an approved fire inspection prior to State or municipal licensure.		Date and Time for Inspection:



## ENVIRONMENTAL HEALTH INSPECTION

STEPS	DESCRIPTION OF REQUIRED ACTION	DATE COMPLETED	PERSON CONTACTED
Step 9	Call (405)425-4347 to arrange a final inspection by the OCCHD. You are required by Oklahoma City to have an approved inspection for licensure. Also, the Oklahoma State Department of Human Services requires an Approval prior to them issuing a state license. <b>Final approval by OCCHD will depend upon completion of all corrective actions from previous inspections and receipt of all requested information by OCCHD, i.e., Board of Adjustments Approvals, Fire, etc.</b>		Date and Time for Inspection:

## OKLAHOMA STATE DEPARTMENT OF HUMAN SERVICES (DHS)

STEPS	DESCRIPTION OF REQUIRED ACTION	DATE COMPLETED	PERSON CONTACTED
Step 10	Call the DHS office located in the county that has jurisdiction over your municipality to arrange for their inspection. <b>NOTE: In some cases camp facilities are located outside of Oklahoma County but within Oklahoma City limits. Those facilities must comply with Chapter 14 of the Oklahoma City Municipal Code!</b>		Date and Time for Inspection:

## LICENSING !!!IMPORTANT: NO CHILDREN MAY BE KEPT AT A CHILDCARE FACILITY UNTIL ALL LICENSURE REQUIREMENTS ARE MET!!!

STEPS	DESCRIPTION OF REQUIRED ACTION	DATE COMPLETED	PERSON CONTACTED
Step 11	Hand-carry all approvals from OCCHD, Fire, DHS and Zoning to the licensing division to obtain your OKC license prior to opening. All licenses must be clearly posted in a conspicuous location within your camp. You may obtain your camp license at 420 W Main, Oklahoma City. OKC Licensing may be contacted at (405) 297-2606 for fee information		

Municipal licenses are not transferable from one individual to another. If buying or leasing an existing center, proof of ownership must be provided (notarized copy of deed or lease, tax permit, etc).

