

Migrant Labor Camp Permit Application Guidelines

The Iowa Department of Public Health is charged with managing the Migrant Labor Camp program according to Iowa Code Chapter 138. This means that the Department permits and may conduct inspections at migrant labor camps. All H-2A labor camps are inspected and approved by Iowa Workforce Development (IWD). If you have an H-2A labor camp, Iowa Workforce will contact you to schedule this inspection after your petition is submitted to the Chicago National Processing Center. If you have further questions please refer to: <https://www.iowaworkforcedevelopment.gov/welcome-employers-and-business>. If you house both H-2A and domestic workers, housing must be approved by IWD and IDPH programs.

To apply for a Migrant Labor Camp Permit you will need the following documents that are available online at www.idph.state.ia.us or by calling 515-201-5369:

- Application for Permit and Compliance Checklist
- Iowa Code Chapter 138
- Iowa Administrative Code 641, Chapter 81

Please review the Iowa Code Chapter 138 and the Iowa Administrative Code 641, Chapter 81 information very carefully. When submitting your application please note the following items:

- If you plan to operate a migrant labor camp you must have your application to the Department at least 60 days in advance of occupancy (Iowa Code 138.3).
- If you plan to construct, reconstruct, or enlarge a camp or portion thereof, or facility of a camp, or to convert a property for use or occupancy as a camp you must notify the Department in writing at least 15 days prior to the beginning of any construction, reconstruction, enlargement or conversion (Iowa Code 138.15).
- When completing the enclosed checklist:
 - It must be filled out completely with an answer to every question either yes, no, or NA.
 - Only the answer choices that are provided are acceptable. (example: you may not create your own NA box to a question)
 - The checklist must be filled out and signed in ink. No pencil.
 - A camp diagram of the camp building(s).

Failure to follow any of the above action steps may result in your application packet being returned to you. The Department's Migrant Labor Camp Coordinator has 30 days to review your packet and issue the permit. Please plan accordingly. The permit is good for one year from the date of issuance and is not transferable if there is a change in operator or if it is revoked.

If you need any assistance please contact the Migrant Labor Camp Coordinator, April Rhine at 515-201-5369.