



ULSTER COUNTY DEPARTMENT OF HEALTH

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

JOHANNA CONTRERAS

Acting 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 Mobile Home Park Owner/Operator:

Enclosed is an Application for a Permit to Operate a Mobile Home Park in Ulster County, New York for the period beginning **December 1** and ending **November 30** of the following year and a copy of Part 17 of the New York State Sanitary Code governing Mobile Home Parks.

Please be advised that operating without a valid permit is a violation of the New York State Sanitary Code and may subject you to an administrative enforcement action.

The following **MUST** be completed in its entirety and returned in order for your application to be processed. The application **CANNOT be processed** if **ANY** of the required information below is missing or incomplete and will be returned and subject to a \$75.00 late fee, if applicable. If you have any questions regarding the enclosed application, please call the Environmental Health Division at (845) 340-3010.

- Please complete Sections A, B, F, G & H on the application
- Sign and print your name on page four
- Attach required forms
- 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.
- 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

Mobile Home Parks Fee Schedule

5 - 10 Sites.....	\$250.00
11 - 25 Sites.....	\$350.00
26 - 99 Sites.....	\$500.00
100 or more Sites.....	\$650.00
Water Sample (when required).....	\$ 40.00
Returned check fee	\$ 20.00

- Return all of the above to:

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