

Temporary Worker Housing Start-Up Guide

WAC 246-358-010 Definitions:

Temporary worker means an agricultural employee employed intermittently and not residing year-round at the same Temporary Worker Housing site.

Temporary Worker Housing (TWH) means a place, area, or piece of land where sleeping places or housing sites are provided by an agricultural employer for his or her agricultural employees or by another person, including a temporary worker housing operator, who is providing such accommodations for employees for temporary, seasonal occupancy, including cherry harvest camps.

Steps to Obtain a DOH Temporary Worker Housing License:

1. If the TWH is located outside city limits, contact [DOH Construction Review Services](https://doh.wa.gov/crs) (CRS) (<https://doh.wa.gov/crs>) to submit TWH plans for review for either existing or new construction and to comply with [WAC 246-359](#).
2. If the TWH is located within city limits, contact your local building department with jurisdiction to obtain documents showing the building was permitted for occupancy or submit them new building plans to obtain a *certificate of occupancy*. After, contact CRS to check compliance with [WAC 246-359](#).
3. Obtain verification the TWH is permitted or approved for a public water system (PWS) either Group A or Group B. Contact your [local health jurisdiction](https://doh.wa.gov/localhealth) (<https://doh.wa.gov/localhealth>) for confirmation of the PWS number and name.
4. Submit [Temporary Worker Housing License Application](https://doh.wa.gov/temporary-worker-housing-licensing-process) (<https://doh.wa.gov/temporary-worker-housing-licensing-process>) to DOH TWH program with all required documents and fees.
5. Once directed by DOH licensing, schedule a TWH inspection with the assigned TWH inspector.
6. Pass an initial TWH inspection per [WAC 246-358](#) health and safety requirements with no critical violations.

Reminders:

- Provide a minimum of 45 days between submitting TWH application to the site operation date.
- For further information on submission review time and TWH building code requirements, contact DOH Construction Review Services at 360-236-2944 or email CRS@doh.wa.gov.
- Documents required: Permit to occupy, TWH Management Plan, water sample results (nitrates and coliform) and Communicable Disease Prevention and Response Plan.
- If requested, DOH offers an on-site Technical Assistance service for guidance and to assess the TWH.
- Please reference [Chapter 246-358 WAC](https://doh.wa.gov/temporaryworkerhousingrules) (<https://doh.wa.gov/temporaryworkerhousingrules>) for all required TWH health and safety requirements.
- Use the [Temporary Worker Housing Self Inspection checklist](https://doh.wa.gov/sites/default/files/2023-10/333-333.pdf) (<https://doh.wa.gov/sites/default/files/2023-10/333-333.pdf>) to prepare for a TWH inspection.

Temporary Worker Housing Program, PO Box 47824, Olympia WA 98504-7824

Phone: 360-236-3393

Email: housing@doh.wa.gov

DOH 333-364 October 2024

To request this document in another format, call 1-800-525-0127. Deaf or hard of hearing customers, please call 711 (Washington Relay) or email doh.information@doh.wa.gov.