

## Tourist Rooming House (TRH) Checklist

Applications and information can be found on our website at [www.florencecountywi.com/departments/health-department/services/inspections-and-permits/](http://www.florencecountywi.com/departments/health-department/services/inspections-and-permits/)

### Fees for 1 TRH:

- Pre-Inspection Fee: **\$592** (first year only)
  - Annual Inspection/Permit Fee: **\$338**
  - Annual Bacteria and Nitrate Sample: **\$80**
- Total: **\$1,010 first year**

A permit from Florence County Zoning for septic capacity is also **required**; call Jessie or Kelly at 715-528-3206.

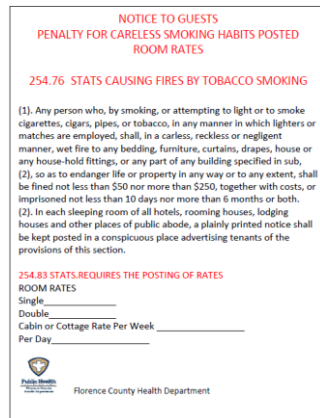
- Annual **bacteria and nitrate** sample are required before permit is released. These can be collected by our department (bacteria results w/in 36 hours and nitrate results around 30 days). If using a different certified water lab, **water test results must be available before permit is released.**
- If you **share a well** not located on the premise, provide a signed written agreement detailing the physical location of well and the parties responsible for maintaining the system. These are legal documents generated at the time of real estate transaction or can be obtained through Register of Deeds (notarized).
- Private onsite waste treatment system (POWTS) **access cover locked** or secure to prevent access to the public.
- All beds need a machine washable non-absorbent **mattress protector**. If **linens** are provided, launder between guests and keep separated from dirty linens. Check for bed bugs between each guest.
- **Hot and cold water** shall be available at all sinks. Hand wash sinks to be at least 85° and require soap and toweling.
- **Prepackaged food items only** including snacks/beverages, condiments, shampoo/conditioner, toothpaste, lotion, detergent and coffee. Dry/bulk spices are allowed. Provide a **thermometer** for refrigerated units to assure temperature is at or below 41 degrees. Grocery shopping is allowed as requested by guest. Ice, if provided, is to be removed between guests.
- All dishes/utensils must be washed, rinsed and **sanitized** between each guest. Provide means of sanitizing with either ANSI/NSF certified dishwasher or 2 or 3 compartment sink. Directions for sanitization method provided. Provide and use **test strips or thermo labels** to measure sanitizer strength.
- **Smoke detector** required on each level, in each sleeping room **and** outside (within 21') sleeping rooms. At least 1 **carbon monoxide** detector in homes with a fuel burning appliance or attached garage. Smoke and CO2 detectors must be in working order and replaced per manufacturer's directions (usually 10 years).
- All windows that can be opened shall be **screened** in good repair. If window is used as exit, it needs to open from inside without use of tools. Floors, walls and ceilings must be clean and in a good state of repair.
- All floors require at least **2 separate exits**. Including basements used for sleeping. Exits include: exterior door, stairs to another level with exit, or egress window. Lofts larger than 400sq.ft. require a stairway. **Lofts** less than 400sq.ft., require stairway or ladder. Balconies need a guard rail to meet the WI building code.

- Every sleeping room needs at least 400 cubic feet of **air space** and minimum **ceiling height** of 7 feet.
- **Bunk beds** are no more than 2 stacked vertically. See below for spacing requirements.
- Slips, Trips and Falls- At least one **handrail** on stairs with more than 3 risers and height of handrail between 30-38". **Guards** on open sides of stairs with more than 3 risers and 6" or less spacing between with a height greater than 36". See below for spacing requirements. **Slip-resistant flooring** in showers and bath tubs.
- Provide rodent/animal-proof **covered** and **clean** garbage/recycling **bins** for excess use.
- Adequate **ventilation** must be provided to all bathrooms either with a mechanical vent or operational window.
- Provide effective measures to minimize the presence of **pests**, including bed bugs.
- Health Department **permit** and **room rates** (provided by dept) must be posted within sight of guests. Image below.
- Guest **register** (written or electronic) kept intact and available for department review for at least 3 years.
- Develop a **building evacuation diagram** to be posted. Include viewer's location and at least 2 evacuation routes. Image below.
- Provide **first aid kit, fire extinguisher, and vomit/diarrhea clean-up kit** for use during an emergency.
- Cleaning personnel/staff maintain personal hygiene and **not work when ill**.

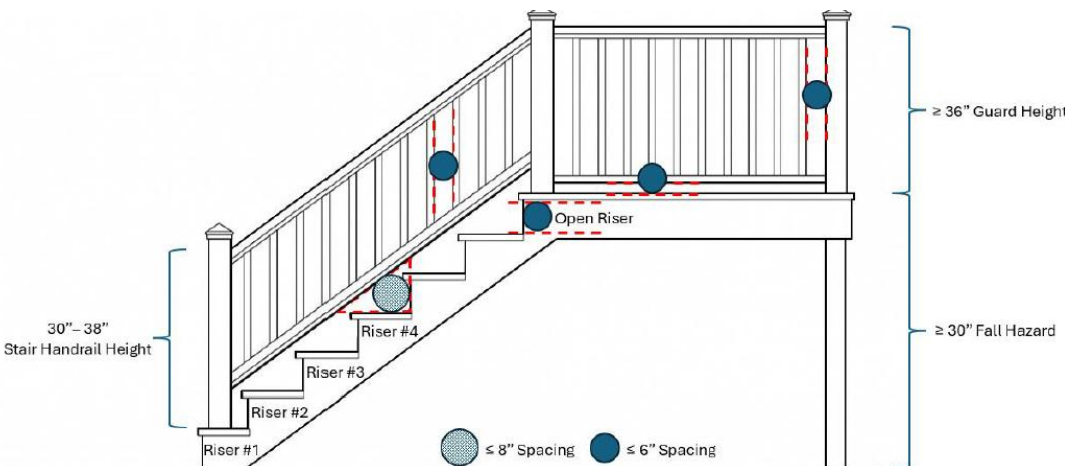
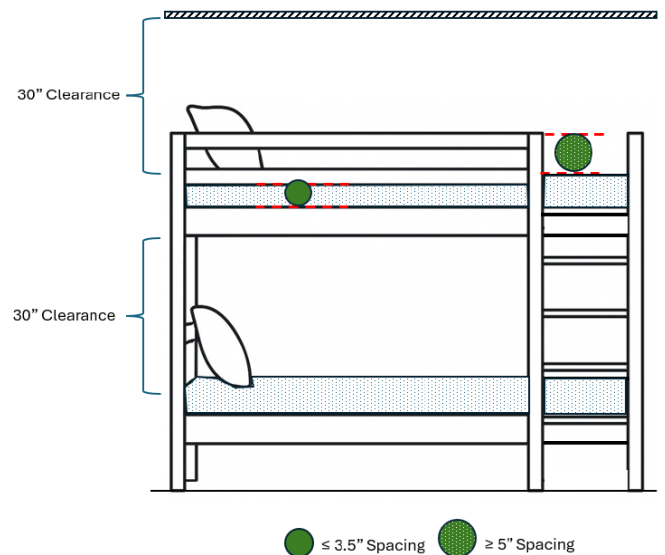
**Evac Diagram Example**



**Room Rates/No Smoking**



**Bunk Beds**



**Handrails on stairs,  
Guardrails on elevated  
surfaces**