

## Tourist Rooming House (TRH) Checklist

Applications and information can be found on our website at [Florence County Inspections and Permits](#)

### Fees for 1 TRH:

- Pre-Inspection Fee: **\$320** (first year only)
- Annual Inspection/Permit Fee: **\$190**
- Annual Bacteria and Nitrate Sample: **\$80**

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

- Each year a **bacteria and nitrate** sample can be collected by the Florence County Health Department. If using a different certified water lab, a copy of the water test results must be available (within 12 months).
- 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.
- All beds need a machine washable **mattress pad**. If **linens** are provided, launder between guests and keep separated from dirty linens.
- **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 ANSI/NSF certified dishwasher or 2 or 3 compartment **sink** and bleach. Provide and use **test strips or thermo labels** to measure sanitizer strength.
- At least 1 **smoke detector** is required per level and within 21' from 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.
- 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 and a vertical separation of at least 2 ½ feet.
- 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". **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**.
- Health Department **permit** and **room rates** (provided by dept) must be posted within sight of guests.
- 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.
- 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**.