

# TRH Check List

## **What is a “Tourist Rooming House”**

Tourist rooming house" means all lodging places and tourist cabins and cottages, other than hotels and motels, in which sleeping accommodations are offered for pay to tourists or transients. It does not include private boarding or rooming houses not accommodating tourists or transients, or bed and breakfast establishments.

## **Registration**

- The Tourist Rooming House License must be posted in view to the public
- A register must be kept of all guests. Records must be kept for at least a year. Register must include name and either phone number or email
- An emergency info book recommended

## **Well and Septic**

- If on a private well, then the well must be up to code and tested for coliform bacteria by a certified lab before a license can be issued. Annual coliform bacteria and nitrate testing is recommended
- The septic system must be in compliance and functioning correctly. Gray water may not be illegally discharged. Maximum capacity of septic system cannot be exceeded.
- All septic tanks must be chained and locked
- All threaded faucets must have backflow prevention

## **Sleeping Rooms**

- All sleeping rooms must be clean.
- Garbage cans must have liners.
- All sleeping room doors must have locks if the home is rented out to more than one group at a time.
- Beds must be made so that the top sheet folds over the blanket at least 12 inches.
- Mattress pad is required.
- All bedding must be washable.
- Sleeping rooms must comply with minimum size requirements.
- Windows must be screened in sleeping rooms
- No evidence of bed bugs

## **Laundry Requirements**

- Sheets and pillowcases must be laundered between guests.
- Soiled linens must be stored separately from clean linen – 2 labelled washable baskets are required.

## **Smoke Alarms and Fire Extinguishers**

- Minimum of one per cottage or cabin. Must be functional.
- Each smoke alarm must be no more than **10 years old** as per the manufacture date (printed on the back of the detector)
- Recommendation is one on each level and inside each sleeping room.
- Fire extinguishers (Rating 1A:10BC) are recommended in each TRH.
- State building codes have additional smoke alarms detector requirements.
- All smoke alarms must be UL listed and labelled.

## **Carbon Monoxide Detectors**

- Required in the bedroom if there is a combustion appliance in the room (ie fireplace).
- If there are other combustion appliances in the building there must be a CO detector outside **each** sleeping area.
- If there is an attached garage, but no other combustion sources then place a CO detector between the garage and the sleeping areas or outside each sleeping area.
- Carbon monoxide detectors must be replaced **every 5 years unless** documentation can be provided that the detector has a longer lifespan. Most detectors manufactured after 2013 have a 10 year life span.

## **Toilet Rooms**

- All fixtures (Toilet, lavatory & shower or tub) must be in good condition and in good working order.
- If shared: one toilet, lavatory & shower/tub for every 10 persons or fraction of each sex
- A supply of pump soap must be provided in each bathroom.
- Hot and cold water at all fixtures.
- An operational ventilation fan must be present if built after 1980.
- Tub or shower floor must be slip resistant or a slip resistant mat must be provided.

## **Storage Areas and Miscellaneous**

- Cleanliness, storage of cleaning agents
- Hazardous situations must be eliminated
- Backflow preventors and proper plumbing installation
- No safety issues can be present.
- Decks must have compliant railings.
- Stairs must have compliant handrails.

## **Kitchen**

- Refrigerator must be clean and empty for each guest
- A thermometer is recommended in the in refrigerator and the temperature should be 41 degrees F or less.
- A sign must be posted in **conspicuous view** notifying guests that the dishes have not been sanitized and directions and a supply of unscented plain bleach (Chlorox) must be provided as a sanitizer. The required sign will be provided by the Manitowoc County Health Department.

## **Zoning**

- All new tourist rooming houses will be referred to Manitowoc County Planning and Zoning or the appropriate municipality.

## **Second Floor Bedrooms and Basement Bedrooms**

- Each 2<sup>nd</sup> floor bedroom must have an openable window with a clear opening of 20x24 inches
- No basement bedrooms without two code compliant means of egress.

## **Zoning and Local Municipal Regulation of Vacation Rentals**

Attached please find a list of all municipal clerks for Manitowoc County. It is recommended that you contact the clerk for the municipality where you want to operate a vacation rental and make sure there are no local ordinances or restrictions on this type of activity.

Obtaining a license from the Manitowoc County Health Department does not alleviate you of any restrictions or requirements that your local municipality or Manitowoc County Zoning may impose on your property.

### **Townships under Manitowoc County Zoning**

The following townships are under Manitowoc County Zoning and require a conditional use permit for new Tourist Rooming Houses. Please contact Manitowoc Counting Planning and Zoning for more information at (920) 683-4185.

Cato  
Cooperstown  
Eaton  
Gibson  
Kossuth  
Liberty  
Manitowoc  
Manitowoc Rapids  
Maple Grove  
Meeme  
Mishicot  
Rockland  
Schleswig  
Two Creeks  
Two Rivers