

Tourist Rooming House (TRH) Checklist

Wisconsin Admin Code §ATCP 72: <https://docs.legis.wisconsin.gov/statutes/statutes/97>
Wisconsin Stat. §97: http://docs.legis.wisconsin.gov/code/admin_code/atcp/055/72

For a Tourist Rooming House Application stop in or contact the Health Department for further information.

Fees:

- Pre-Inspection Fee: **\$300** (first time only)
- Annual Inspection/Permit Fee: **\$160**
- Annual Bacteria Sample: **\$30**
- * Inspections tend to last around an hour to an hour and a half.
- * During annual inspections, a bacterial sample can be collected and analyzed by the Florence County Health Department. If using a different water lab, a copy of the water test must be available (within 12 months).
- * All beds need a mattress pad and must be machine washable.
- * Hot and cold water shall be available at all sinks.
- * Single service items only including food/beverages, soaps, condiments, shampoo/conditioner, toothpaste, lotion, and packets of coffee.
- * All dishes and utensils, if provided, must be washed, rinsed and sanitized between each guest and provide means of sanitizing (bleach), otherwise post a sign, available at the Health Department.
- * At least 1 smoke detector is required per unit and at least 1 carbon monoxide detector in homes with a fuel burning appliance or attached garage. It is recommended that 1 smoke detector and 1 carbon monoxide detector is on each level.
- * All windows that can be opened shall be screened in good repair.
- * Floors, walls and ceilings must be clean and in a good state of repair.
- * 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 insect and rodent control.
- * Any open sides of stairs with more than 3 risers must have a securely fastened handrail. Any decks, patios, and balconies greater than 24 inches from the ground must have a guardrail securely installed that is at least 36 inches in height and gaps no more than 4 inches wide.
- * Health Department license and room rates must be posted within sight of guests.
- * Guest register available for review.
- * Permit posted in a place of visibility to the public.
- * Consider calling the Florence County Zoning Department for well/septic capacity; 715-528-3206

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