

TOURIST ROOMING HOUSE APPLICATION



Public Health
Prevent. Promote. Protect.
Brown County
Health & Human Services

Establishment/DBA Information

New Establishment **Change of Ownership** **Other, please specify:** _____

Establishment Name (can be the property address, or you can make up a name):			
Establishment Street Address:	City:	State:	Zip Code:
Legal Entity Name (such as name of sole proprietor, partnership, LLP, LLC, or Inc.)			
Legal Entity Mailing Address:	City:	State:	Zip Code:
Legal Entity Email Address:	Legal Entity Phone Number:		Intended date of opening business:
Printed Name of Applicant:	Signature of Applicant:		Date:

Fees Due

If the property has had a TRH license with Brown County in the past (even with a previous owner)	\$390.00 (\$300 license plus 30% pre-inspection fee)
If the property has never had a TRH license with Brown County	\$420.00 (\$300 license plus 40% pre-inspection fee)
Annual License Fee (for renewals)	\$300.00

If you are unsure about license history of your property, please call us at 920-448-6400.

***Please review the checklist on the following pages and check the boxes for each section to acknowledge that your home is in compliance and prepared for the pre-inspection.**

THIS LICENSE IS NOT TRANSFERABLE – A \$500.00 penalty will be added to all establishments operating without a valid Public Health Division license. A \$150.00 late fee will be assessed to any renewal payment received or post marked after June 30th.

PLEASE REMIT COMPLETED APPLICATION WITH PAYMENT TO:

Brown County Health and Human Services Department
Public Health Division – Attn: Licensing
2198 Glendale Ave
Green Bay, WI 54303

OR EMAIL COMPLETED APPLICATION TO:

Bc_health@browncountywi.gov

For online payments please visit our website:

[GovPayNet - The Simple Way To Pay](#)



Payment Amount:	Payment Type: <input type="checkbox"/> Cash <input type="checkbox"/> Card <input type="checkbox"/> Check #	Payment Date:
BCPH Sanitarian Approval:		Approval Date:

Brown County Public Health

Tourist Rooming House Checklist



Licensing and Fees

- For currently licensed properties, your Brown County license must be displayed.
- For new properties, your application must be turned in and fees paid.
- The local municipality in which the property is located may have additional licensing requirements. Please reach out to the particular municipality for more information.

Water and Sewage

- Approved public water supply, or private wells may be used but must follow NR 812 and comply with yearly DNR testing requirement.
 - If the unit utilizes a private well, you must provide bacteria and nitrate test results yearly. Have test results available at the pre-inspection.
 - Hot and cold water under pressure must be available.

Garbage

- Kept in clean leak-proof, non-absorbent containers equipped with tight fitting covers.

Kitchen

- Appliances and surfaces must be maintained in sanitary condition.
- Utensils must be constructed of material that is easily cleanable and durable, or single use disposable.
- All food and beverages must be disposed of after each guest stay.
 - You may provide single use, non temperature-controlled (shelf stable) food items for guests.
- Ice trays/dispensers must be emptied and washed after each guest stay.
- Leftover food items are removed at guest turnover.
- Two options are available for cleaning and sanitizing dishes:
 - 1) Operator-provided dish sanitization:
 - Operator must wash, rinse, and sanitize the entire supply of kitchenware for each guest stay. Operator may use an NSF-certified residential dishwasher with sanitize cycle for this process.
 - OR
 - 2) Guest-provided dish sanitization:
 - Operator must post utensil sanitization sign to notify guests that the utensils have been washed, but not sanitized. Brown County can provide a copy of this sign.
 - You must provide the following items for guests to use to sanitize the available dishware:
 - Un-scented chlorine bleach
 - Food grade chlorine test strips that test to **100 ppm** minimum

Bathroom

- All fixtures and plumbing must be maintained in proper working order.
- Jetted tub must be maintained in accordance with jetted tub maintenance guide.
- Showers and bathtubs must have slip-resistant flooring, or a slip resistant mat/traction tape must be provided.
- Soap, means for drying hands, and toilet paper must be provided and available for each guest stay.
- A waste receptacle is provided in each bathroom.

□ **Sleeping Rooms**

- Must be maintained in clean and sanitary condition, and free of insect infestations.
- Linens must be washed in between each guest stay and at least once a week.
- Every mattress must be protected with a mattress pad of appropriate size and fit.
- Bunkbeds:
 - Top bunk's guardrail must extend 5 inches or more above the top of the mattress.
 - A separation of at least 2.5 feet is provided between the bottom mattress & top bunk frame, as well as between the top mattress & ceiling.
- At least 50% of the sleeping room has a ceiling height of at least 7 feet.
- Each bed has an egress aisle of at least 2 feet in width from one side of each bed.
- Must have unobstructed secondary form of egress (an approved secondary exit for emergency escape).

□ **Building Structure and Safety**

- Compliance with all state commercial building and fire safety codes is required.
- A building evacuation diagram is conspicuously posted in each sleeping room or provided in check-in materials given to guests. This diagram must indicate a minimum of 2 evacuation routes to the exterior per floor.
- Handrails must be provided on stairs with more than 3 risers.
- Guards must be provided on elevated surfaces more than 30 inches above the floor or grade.
- Openable windows in units must be screened.
- UL-listed, non-expired carbon monoxide alarms must be provided:
 - Outside of each separate sleeping area, within 21 feet.
 - In each sleeping room that has a fuel-burning appliance within the room or attached bathroom.
- UL-listed, non-expired smoke alarms must be provided:
 - On each floor to include the basement or ground floor.
 - Outside each separate sleeping area, within 21 feet.
 - Within each sleeping room.
 - At the top of each stairway excluding crawlspaces and unfinished attics.

□ **Other Recommendations**

- It is highly recommended to provide emergency information, including:
 - Directions to the nearest hospital.
 - Emergency contact information (poison control, local non-emergency, etc.).

Additional guidance documents can be found on Brown County Public Health's website:

[Stay Healthy Brown County – Public Health Resources & Updates | Lodging](#)

