

# 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 make up a name, if none, put legal entity 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)	<b>\$390.00</b> (\$300 license plus 30% pre-inspection fee)
If the property has never had a TRH license with Brown County	<b>\$420.00</b> (\$300 license plus 40% pre-inspection fee)
Annual License Fee (for renewals)	<b>\$300.00</b>

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 for any renewal payment received or post marked after June 30<sup>th</sup>.**

**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](#)



**OFFICE USE ONLY:**

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

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## 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**

- Hazardous substances and chemicals must be stored out of reach of children (dishwasher pods, countertop cleaner, bleach, etc.).
- 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:

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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.
- Operator must provide an approved sanitizer (typically un-scented bleach) for guests to use to sanitize the available dishware should they choose to.

**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).

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## □ **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:**

[Click to visit the 'Lodging' section of StayHealthyBC.com](https://www.browncountywi.gov/StayHealthyBC.com)

