

# ***GUIDELINES FOR OPENING A TOURIST ROOMING HOUSE***

*RACINE COUNTY PUBLIC HEALTH DIVISION (RCPH)*

## **Definitions**

- Tourist Rooming House (TRH) 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 regulated under Wisconsin Administrative Code ATCP 73.
- Tourist or Transient means a person who travels to a location away from his or her permanent address for a short period of time for vacation, pleasure, recreation, culture, business, or employment.

## **License**

- Lodging Establishment License - A license is required to operate a tourist rooming house prior to opening to the public.

## **Facility Requirements**

### **Exterior:**

- Private well systems shall be in good condition and water tested for bacteria within the last year
- Private sewage disposal systems shall be in a good condition
- Land is properly graded to prevent standing water
- Provide garbage containers with lids

### **Interior:**

- Door locks provided
- Smoke detectors provided (1 per house, preferably near sleeping rooms)
- Carbon Monoxide detectors provided
  - Outside of the sleeping rooms
  - Inside of the sleeping room if a fuel burning appliance is in the room
- Floors, walls, ceilings in good condition
- Furniture in good condition
- Utensils provided (sanitized or instruction sign with sanitizer provided)
- At least one bathroom with toilet, bathtub, lavatory per house
- Hot and cold water available and under pressure
- Plumbing system in good condition
- Slip resistant bathtub or slip mat available



- Soap and Towels available
- Screens in sleeping rooms
- Mattress pad provided
- Washable bedding provided
- Guest registration system in place (name, address and dates of stay kept for one year)
- TRH license posted in public view
- Rental rates posted in public view

### **Licensing Process**

- Complete and submit the RCPH application.
- Once RCPH has received the completed application and establishment plan, we will assign an inspector who will contact you to discuss the information and schedule a pre-license inspection of the facility
- After completing the pre-license inspection, we will provide you with a report detailing any deficiencies that will need to be corrected
- The license will be issued once any deficiencies noted during the pre-license inspection have been corrected and all license fees have been paid

### **Local Municipal Requirements**

- Contact the local municipality where the facility is located to determine if they have any additional requirements

### **References**

- Wisconsin Administrative Code ATCP 72
- Wisconsin Administrative Code NR 809
- Wisconsin Administrative Code NR 812
- Wisconsin Administrative Code SPS 361-366
- [www.racinecounty.com/publichealth](http://www.racinecounty.com/publichealth)
- RCPH phone number: 262-898-4460