

# BROWN COUNTY PUBLIC HEALTH 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)	<b>\$455.00</b> (\$350 license plus 30% pre-inspection fee)
If the property has never had a TRH license with Brown County	<b>\$490.00</b> (\$350 license plus 40% pre-inspection fee)
Annual License Fee (for renewals)	<b>\$350.00</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 to 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:**  
<https://www.browncountywi.gov/departments/public-health/general-information/services/business-licensing/>



### 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>

# Brown County Public Health

## Tourist Rooming House Checklist

### Fees

- Up-to-date license and fees paid (license, or a copy of license, must be posted in public view); OR
- Application turned in and fees paid for new TRHs.

### Local Licensing

- 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 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 beverage must be disposed of after each guest stay.
  - You may provide single use, non temperature-controlled food items for guests (if you wish).
- Ice trays/dispensers must be emptied and washed after each guest stay.
- Two options are available for cleaning and sanitizing dishes:
  - 1) Rinse, wash and sanitize entire supply of kitchenware for each guest stay.
  - 2) Post utensil sanitation sign to notify guests that the utensils have not been sanitized.
    - You must provide the following items for guests to use to sanitize the available dishware:
      - Un-scented chlorine bleach
      - Chlorine test strips that test to **100 ppm**
      - Utensil sanitation sign provided by Brown County Public Health
      - OR an NSF approved dishwasher (see guide on BCPH website for more information)



**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.
- Sheets must have a 12-inch fold back.
- 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.
- Must have unobstructed secondary form of egress (an approved secondary exit for emergency escape).
- Ceiling height must be at least 7 feet.
- Each sleeping room must have:
  - At least 400 cubic feet of air space for each guest over 12 years of age, and
  - At least 200 cubic feet of air space for each guest 12 years of age and under.

**Bathroom**

- All fixtures and plumbing must be maintained in proper working order.
- Jetted tub must be maintained in accordance with jetted tub maintenance guide.
- Bottom surface of shower/tub must be slip resistant, or a slip resistant mat must be provided.
- Soap and towels must be provided and available for each guest stay.

**Building Structure and Safety**

- Compliance with all state commercial building and fire safety codes is required.
- Windows and doors shall be screened in accordance with ATCP 72 requirements.
- UL-listed, non-expired carbon monoxide detectors must be provided:
  - Within the proximity of each sleeping area of a unit that has a fuel-burning furnace
  - In each sleeping room that has a fuel-burning appliance within the room
- At minimum, one UL-listed, non-expired smoke detector is required in each unit.

**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.)

**Please read through the following guidance documents, and check the boxes to confirm understanding of their content:**

**(These documents can be found on Brown County Public Health Department's website)**

- ATCP 72 DATCP
- Brown County Carbon Monoxide Detector Guidance
- Brown County Public Health Lodging Guidance
- Bunk Bed Requirements
- Dish Sanitation Requirements
- Egress Windows and Fire Exits

