



## LAKE COUNTY HEALTH & HUMAN SERVICES

616 Third Avenue  
Two Harbors, MN 55616-1518  
Phone: 218-834-8400 FAX: 218-834-8412  
*Public Health  
Social Services  
Child Support  
Financial Assistance*

Lisa B. Hanson, Director

### **PLAN REVIEW ADDENDUM – LODGING FACILITY PLANS AND SPECIFICATIONS - REQUIRED INVENTORY**

#### **MUST BE SUBMITTED WITH THE “PLAN REVIEW APPLICATION”**

#### **INTRODUCTION**

This packet describes the general process for opening or remodeling a lodging establishment in Lake County, Minnesota. Please review this guidance document and ask questions prior to your plans being presented for the first time. Communication between this office and you/your contractor prior to any building activity is beneficial and will save you time and money. Any construction activity prior to approval of plans is not acceptable and may require alteration of or removal of items and require re-construction or replacement of fixtures or equipment in order to satisfy the requirements of Chapter 4625 Minnesota Department of Health Lodging Establishment Rule and Lake County Lodging Ordinance number 10. We have tried to make this application as complete as possible however, this packet should not be considered to be all inclusive and you may need to contact other agencies for their requirements. For general information on how to open a business in the State of Minnesota please visit the [Minnesota Secretary of State Office](#).

#### **TIMING**

Plans are required to be submitted for all new construction and remodeling of lodging establishments and must be approved prior to the beginning of construction. Plans are reviewed in the order in which they are received. The starting date for the plan review process is the first day of complete plan submission. Taking approximately two weeks, this process is typically quite straightforward and can proceed without delay if all the necessary information is provided with the initial plan submittal. On occasion, it can take longer than expected if the submitted plans are incomplete or lack sufficient detail. **Time spent in proper planning beforehand will save time and money prior to construction and opening.**

#### **PRELIMINARY STEPS**

Have all required permits prior to commencing construction. Construction shall not begin without prior written approval from the Lake County Health & Human Services, Public Health Unit.

#### **THE PERMITTING PROCESS**

1. This is an application for plan review of a lodging establishment. This is not a license application. The plan review application for a food service establishment is a separate form.
2. Plan review is just that, plan review. Approval of plans is not guaranteed and one should not expect plan approval. **Plan review is not a license to open an establishment and must not be construed to be a license to open.**
3. Whether you are constructing new or remodeling a facility you will need to submit your floor plans with this completed packet to the Lake County Health & Human Services - Environmental Health Department along with the appropriate fee. The plans may be submitted in person or mailed to the attention of the Environmental Health Specialist at the above address. Plan reviews are done on a first-come-first-serve basis. **Plans must be submitted at least thirty (30) calendar days prior to starting construction.**
4. If incomplete plans are submitted or additional information is required, you will be contacted by mail with the additional requirements that need to be immediately addressed before the plan review can proceed. **THE APPROVAL TIME WILL NOT START UNTIL ALL DOCUMENTS ARE COMPLETE AND RECEIVED.**

5. Once complete plans have been submitted and the plans have been approved, a Plan Approval Letter will be sent to the mailing address on the application. This letter will contain any additional items that need to be corrected or addressed during construction.
6. Plumbing must be installed according to the Minnesota Plumbing Code. Please contact the Minnesota Department of Labor and Industry at 651-284-5067 for more plumbing plan review information, including their plan review process. Information is also available on line at <http://www.dli.mn.gov/CCLD/PlanPlumbing.asp>. Submit all plumbing plans and fees to Minnesota Department of Labor and Industry, Plumbing and Engineering Unit, 443 Lafayette Road North, St. Paul, MN 55155-4343. A satisfactory plumbing inspection is necessary prior to licensing.
7. The water supply for the establishment must comply with the rules governing public water supplies and water wells. Please indicate if the establishment obtains water from a municipal or private supply. If the establishment uses a private supply, then a water sample must be collected and tested for coliform bacteria, and nitrate annually. If a new well is used then the initial tests must be for **coliform bacteria, nitrate, and arsenic**. The results must be submitted before our office will issue a lodging license.
8. Plans must be submitted for any individual sewage treatment system (private sewer system) to the local units of government responsible for septic system inspections; in Lake County this would be Environmental Services, Planning & Zoning, 218-834-8327 (located at the Lake County Courthouse). A septic system application is available in the Planning & Zoning office or online. An individual sewage treatment system must be designed by a licensed sewer designer and installed by a licensed sewer installer. If the establishment is on municipal sewer services, please indicate this fact. **A certificate of compliance or a copy of an approved septic system permit from the local authority is required.**

**AFTER RECEIVING ALL PERMITS AND THE PLAN APPROVAL LETTER YOU MAY BEGIN  
CONSTRUCTION OR REMODELING.**

9. From this point it is crucial that you communicate regularly with the Public Health Department especially if you make any changes. The Environmental Health Specialist may need to make several construction visits to ensure compliance. This helps to avoid any last minute surprises that may be costly to you or delay the opening of your establishment.
10. You will need to apply for the Lodging Service License and schedule a construction inspection at least two weeks prior to the anticipated opening of your establishment. Your Food Service & Lodging License application will be included when you receive your Plan Approval Letter. Complete this application, submit articles of incorporation, if applicable, and return to Lake County Health & Human Services, Public Health Unit with the appropriate fee. Make checks payable to **Lake County Public Health**. The construction inspection should be scheduled early enough to provide adequate time to correct any violations prior to your opening inspection. The establishment owner must possess a current and valid lodging license from the Public Health Unit prior to letting out lodging.
11. Once it is determined that your establishment is in 100% compliance with all requirements during the inspection, the Lodging Establishment License will be issued to you at the conclusion of the inspection. If all items are not in compliance, another inspection will be required prior to opening.

**LICENSE RENEWAL**

Moving forward, to avoid additional late fees you will need to make sure your license is renewed by January 31 of each calendar year for lodging establishments operating year round and by May 15 for seasonal establishments. Your application for the following year will be mailed in mid-December. Please watch for it. Please contact our office for the current due date.

## LODGING SERVICE PLAN REVIEW CHECKLIST & APPLICATION FORM

The lodging sanitation requirements noted in this document are specified in one or more of the following:

[2015 Minnesota Building Code](#)

[2015 Minnesota Residential Code](#)

[Chapter 4625 Department of Health Lodging Establishments Requirements For Lodging Establishments](#)

[Chapter 4630 Department of Health Camps And Mobile Home Parks Mobile Home Parks And Recreational Camping Areas](#)

[Chapter 4714 Minnesota Plumbing Board Plumbing Code](#)  
[The complete Minnesota Plumbing Code](#)

[Chapter 4717 Department of Health Environmental Health Public Swimming Pools](#)

[Chapter 4725 Department of Health Wells and Borings](#)

[Lake County Lodging Ordinance no. 10](#)

[Lake County Smoking Ordinance no. 20](#)

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To get started, please answer the following questions and return this completed application form with **floor plan layout and site map** drawn to-scale complete with the measurements and appropriate fee to our office weekdays between 8 a.m. and 4 p.m. **All measurements and labels must face one direction. All measurements must reflect the final finished surface, not the stud or joist.** The square feet of each sleeping room must be included. Graph paper is adequate for drawings. Include all equipment specifications. This packet is not designed as a complete list of requirements but should be used as a template only. Use this packet as a guide for what you need and where it should be. As you fill this out you may discover that there are items that you had not considered and now is the time to address them. You will need to add any extra items or procedures to the information you turn in that are relevant to your operation.

Click on the links above to be taken to a copy of the rule. You may also visit [www.co.lake.mn.us](http://www.co.lake.mn.us) to find these documents under the health department. As an operator it is your responsibility to comply with all laws, rules and regulations. In order to facilitate compliance, it is highly recommended that you obtain copies of these rules and make printed copies to maintain on file for your establishment.

If you are installing a swimming pool, spa, or hot tub, you will need to contact the Minnesota Department of Health, public swimming pool section for additional information regulating pool construction, maintenance and use. Click on the title to be taken directly to the rule. Again, it is highly recommended that you print a copy for your records. The swimming pool plan review application is available here: <http://www.health.state.mn.us/divs/eh/pools/poolprappnew.pdf>

Vacation Rental Home lodging with a swimming pool, spa or hot tub must also comply with the Swimming Pool Rule, Chapter 4717.

## FLOOR, WALL & CEILING REQUIREMENTS

1. Complete the room finish schedule on page 9 to indicate the finish of each room.
2. Will abrasive strips be used on floor surfaces to prevent trip hazards? Yes ; No   
Indicate area(s) \_\_\_\_\_
3. Who will be responsible for daily cleaning (position title)? \_\_\_\_\_
4. Who will be responsible for minor repairs (position title)? \_\_\_\_\_
5. Who will be responsible for major repairs that may require hiring outside help (position title)?  
\_\_\_\_\_

## SCREENING

1. What mesh screen will be used? The minimum screen mesh is 16 mesh/inch. \_\_\_\_\_
2. Will window screens be permanently installed ; or changed between seasons ; (check all that apply)
3. If screens are changed seasonally, who will be responsible to ensure all screens are maintained and properly installed in a timely manner (position title)? \_\_\_\_\_

## LIGHTING & VENTILATION

1. What means of lighting will be used to light rooms? Natural ; or Artificial  (check all that apply)
2. What means of ventilation will be used to ventilate all rooms other than restrooms / bathrooms?  
(check all that apply) Windows ; Mechanical Ventilation   
(does not apply to children's camps unless services are provided to adults 18 years of age and over)
3. Will the exhaust fan be installed on the ceiling or outside wall of room? \_\_\_\_\_  
If installed in the ceiling, the fan must exhaust **directly** to the outside.

## SPACE REQUIREMENTS

Every room occupied for sleeping purposes by one person shall contain at least 70 square feet of usable floor space, and every room occupied for sleeping purposes by more than one person shall contain not less than 60 square feet of usable floor space for each occupant thereof. Under no circumstances shall there be provided less than 400 cubic feet of air space per occupant. Beds shall be placed at least three feet apart when placed side by side. No sleeping quarters shall be provided in any basement having more than half its clear floor to ceiling height below the average grade of the adjoining ground (does not apply to children's camps unless services are provided to adults 18 years of age and over).

Rooms and porches with a futon or fold out couch are counted as a sleeping unit regardless of whether or not the room is advertised as a sleeping room.

Bunkhouses and camper cabins lacking both a bathroom and kitchen are exempt from the space requirement. Lodging with both a bathroom and a kitchen must comply with the space requirement. See Minnesota Statute 144.12 for exemption.

1. Will rooms occupied for sleeping purposes meet the minimum space requirement for each occupant thereof?  
Yes ; No
2. If not, explain why and which room(s) will not meet this requirement. \_\_\_\_\_

\_\_\_\_\_  
Note that rooms intended for sleeping that do not meet the minimum space requirements cannot be used for sleeping purposes unless a variance is requested **and** granted.

3. Will you request a variance for the sleeping room(s) in question? If yes, a variance is a separate application.  
Yes ; No . *Please note that variance approval is not guaranteed and one should not expect variance approval.*

4. Will a day bed, fold out couch, futon or other bedding be used in rooms such as a dining room, living room, or other room? Note: any room with a day bed, a fold out couch, a futon or any bedding will be counted as a sleeping room regardless of whether or not the room is advertised as a sleeping room. You must consider room sizes when planning to use bedding in any sleeping room. Yes ; No
5. Which room(s) will have a day bed, fold out couch, futon or other bedding? \_\_\_\_\_  
\_\_\_\_\_

**BEDDING & LINEN REQUIREMENTS**

1. Will you provide bedding and linens such as pillow cases, sheets, blankets, towels, wash cloths, etc?  
Yes ; No , if yes, answer remaining questions, if no, write NA in remaining questions, and proceed to Room Furnishing Requirements.
2. If yes, describe your laundering frequency (i.e., after each guest, multiple times during guest visit, etc.)  
\_\_\_\_\_
3. Will you wash the bedding on site? Yes ; No ; NA
4. If bedding and linens are not washed on site, who will responsible for laundering these items? Provide complete contact information for washing facility (name, address, phone number, contact person).  
\_\_\_\_\_  
\_\_\_\_\_

**ROOM FURNISHING REQUIREMENTS**

1. Who will be responsible for ensuring that all room furnishings such as equipment, fixtures, furniture, and furnishings, including windows, draperies, curtains, and carpets, shall be kept clean and free of dust, dirt, vermin, and other contaminants (position title)? \_\_\_\_\_
2. Who will be responsible for maintaining room furnishings (position title)? \_\_\_\_\_

**TOILET REQUIREMENTS**

1. Every hotel, motel, and lodging house must have at least one restroom on each floor when not provided in each room. Will your establishment provide at least one restroom on each floor? Yes ; No
2. Toilet, lavatory, and bath facilities shall be provided in the ratio of one toilet and one lavatory for every ten occupants, or fraction thereof, and one bathtub or shower for every 20 occupants, or fraction thereof. Please indicate your anticipated maximum number of guests and number of toilets, lavatories, and bathtubs and or showers for your establishment.

Maximum number of guests	Number of Toilets	Number of Lavatories
_____	_____	_____
Number of Bathtubs	Number of Showers	
_____	_____	

3. What means of ventilation will be used to ventilate restrooms/bathrooms, i.e., windows, exhaust fan, forced air? (check all that apply) Windows ; Mechanical Ventilation ; Ceiling / Wall Exhaust Fan
4. Restrooms serving the public and employees shall have self closing doors. Does your establishment have self closing devices for public restrooms? Yes ; No ; NA
5. What means of lighting will be used to light restrooms? (check all that apply) Natural ; or Artificial
6. Do you have hand-washing signs available to post in all restrooms used by employees? Yes ; No
7. Will your establishment be using privies? Yes ; No . Privies must be indicated on the site map.

8. Who will be responsible for privy maintenance (position title) \_\_\_\_\_
9. Toilets and toilet seats in all public restrooms must be elongated. Toilet seats in all public restrooms must have an open front (these are U shaped seats). See Minnesota Plumbing Code [4714.0411.0 to 4714.0411.2.2](#)

**WATER SUPPLY**

1. Indicate the type of water supply: Private Well ; Public Water Supply . Include well location on site map.
2. Unique well ID number issued by MDH. \_\_\_\_\_
3. If using a private well, all newly constructed wells must have tests for **coliform bacteria, nitrate, and arsenic** by a laboratory approved by the Environmental Protection Agency (EPA) or accredited by the Minnesota Department of Health. The test results must be submitted to this office prior to license issuance. Please indicate the name, address, and phone number of the laboratory who will perform the laboratory tests.  
\_\_\_\_\_
4. Will the same laboratory complete your annual **coliform bacteria** and **nitrate** tests? Yes ; No
5. If not, please indicate the name, address, and phone number of the laboratory that will perform the annual tests.  
\_\_\_\_\_
6. Indicate the location, number of, and capacity of all hot water heaters for public use.  
\_\_\_\_\_
7. After September 30, 1980, the temperature of hot water which is provided in any public area or guest room, including but not limited to lavatories, bathtubs, or showers, shall not exceed 130 degrees Fahrenheit (approximately 55 degrees Celsius). Who will be responsible for ensuring that the hot water does not exceed this temperature (position title)?  
\_\_\_\_\_

**HAND WASHING REQUIREMENTS**

All lavatories for public use or furnished in guest rooms at hotels, motels, lodging houses, and resorts shall be supplied with hot and cold running water and with soap. Scullery sinks should not be used as hand-washing sinks.

In the case of separate housekeeping cabins at resorts not supplied with running hot water, equipment shall be provided for heating water in the cabin.

Individual or other approved sanitary towels or warm-air dryers shall be provided at all lavatories for use by employees or the public.

1. What means will be available for heating water (hot water heater, etc.)? \_\_\_\_\_
2. What hand drying provisions will be available for public use? \_\_\_\_\_

**EATING UTENSILS & DRINKING VESSELS PROVIDED IN GUEST ROOMS**

1. What kind of utensils will be made available for use? Multiuse ; Single Use ; (check all that apply). Note single use utensils such as drinking cups and pre-packaged food containers shall not be reused.  
Note: If disposable utensils are used, then the remaining questions may not apply.
2. Will there be a three compartment sink for warewashing? Yes ; No ; NA
3. Does the three compartment sink have 36-inch drain boards on either side? Yes ; No ; NA
4. If drain boards are not available, describe the means and location for air drying utensils. \_\_\_\_\_  
\_\_\_\_\_

5. Will there be a mechanical dishwasher for warewashing? Yes ; No   
Both a three compartment and a mechanical warewashing machine may not necessarily be required. Check with this office first.
6. Who will be responsible for washing multiuse utensils (position title)? \_\_\_\_\_
7. Describe your wash, rinse, and sanitizing procedure. \_\_\_\_\_  
\_\_\_\_\_

**WASTE DISPOSAL**

1. What means of liquid waste disposal will be used? Public Sewer ; Septic System   
If using a septic system, the system must comply with Minnesota Pollution Control Agency, Chapter 7080. Check with the Lake County Planning & Zoning Department for requirements.  
Indicate on site map the location of all on-site waste disposal units.
2. Where will containers for garbage, refuse, and recyclables be stored?  
\_\_\_\_\_  
Indicate on the site map the location for all dumpsters and containers for recycling.
3. What solid surface will be used for dumpsters? Blacktop (Asphalt) ; Concrete . **Gravel or Soil is not permitted.**
4. Indicate the waste disposal service name, address, and phone number.  
\_\_\_\_\_
5. Who will be responsible for ensuring that all refuse containers containing food residues will be covered when not in use and emptied as frequently as needed (position title)? \_\_\_\_\_

**INSECT & RODENT CONTROL REQUIREMENTS**

1. Will all structures used for eating and sleeping be constructed so as to prevent the entrance, and harborage, or breeding of flies, roaches, rats, mice, and all other insects and vermin? Yes ; No
2. What measures will be utilized to prevent pest entrance, i.e. cleaning, repairs, licensed pest control?  
\_\_\_\_\_
3. If using a pest control operator, indicate name, address, and phone number. Pest control operators must be licensed.  
\_\_\_\_\_

**FIRE PROTECTION**

1. Will there be at least one smoke detector placed on each floor of the structure? Yes ; No
2. Minnesota Statute 299F.50 requires approved carbon monoxide (CO) alarms in all single family homes and multifamily apartment units with effective dates as follows:
  - All new construction single family homes and multi-family dwellings where building permits were issued on or after January 1, 2007.
  - All existing single family homes effective August 1, 2008.
  - All existing multi-family or apartment dwelling units effective August 1, 2009.

Minnesota Statute 299F.50 does not apply to hospitals, nursing homes, boarding care homes, jails and prisons.

Every single family dwelling and every multifamily dwelling unit shall be provided with a minimum of one approved and fully operational carbon monoxide alarm installed within ten (10) feet of each room lawfully used for sleeping purposes. If bedrooms are located on separate floors additional carbon monoxide alarms would be necessary within ten feet of these areas. If bedrooms are located in separate areas (on the same level), additional carbon monoxide

alarms would be necessary within ten (10) feet of these areas. In lieu of installing multiple CO alarms in the hallway, a separate CO alarm could be installed inside each sleeping room.

It is important that these devices be installed in accordance with the manufacturer's installation instructions and not be placed in 'dead' air pockets such as corners of rooms, at the junction of walls and ceilings or within thirty-six (36) inches of ventilation ducts. Carbon monoxide alarms shall be installed at the height specified in the manufacturer's installation instructions.

3. Are smoke detectors battery operated or hard wired (check all that apply): Battery ; Hard Wired
4. Does each room with a fireplace or stove have a fire extinguisher? Yes ; No
5. Each fire extinguisher shall be recharged annually. Provide the business name, address, & phone number of the service provider:

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6. Does each sleeping room have a second means of egress, i.e., window, door, designated fire escape? Yes ; No
7. Please complete the **Window Egress Sheet**. Measure the openable window of at least one window in each sleeping room. If the room has two or more windows, measure the window that meets all three of the following criteria
  - a. Bottom of window opening is closest to the floor
  - b. Largest window opening
  - c. Unobstructed access
8. Are hallways marked and exit lights posted? Yes ; No ; NA
9. Will all sleeping rooms have unobstructed access to the outside or to a central hallway leading to a fire escape? Yes ; No
10. Will all fire protection measures be in accordance with the Minnesota State Fire Marshal including the Minnesota Fire Code, Chapter 7511? Yes ; No

## PLUMBING

All new plumbing in hotels, motels, lodging houses, and resorts, and all plumbing reconstructed or replaced after January 1, 1968, shall be designed, constructed, and installed in conformity with Chapter 4715 of the Minnesota Plumbing Code. (Note Chapter 4715 was repealed by 40 SR 71 and is now Chapter 4714.

Prior to installing any new plumbing, or prior to modifying any existing plumbing, submit to the Minnesota Department of Labor and Industry, Plumbing and Engineering Unit, complete plans and specifications. Construction must not commence until all plans are approved.

Each water heater must be equipped with a pressure-temperature relief valve that is installed in accordance with the Minnesota Plumbing Code. The pressure sensing element shall be immersed within the top six inches of the tank. Each water heater pressure-temperature relief valve must be equipped with a full size discharge pipe that terminates not more than 18" above the floor surface, or discharges into a safe place of disposal.

All toilet tank fixtures must be provided with an elevated anti-siphon ballcock. The critical level mark of the anti-siphon ballcock assemblies must be at least one inch above the top of the overflow tube in the flush tank.

Provide an adequate air gap between the water softener or water conditioner backwash waste water discharge line and the sewage line.

All public restrooms must have elongated toilet bowls and open end (split front) toilet seats. See Minnesota Plumbing Code [4714.0411.0 to 4714.0411.2.2](#)

1. Did you submit all required plumbing plans to the Department of Labor & Industry, Plumbing Division?

Yes ; No ; NA ; On what date? \_\_\_\_\_

**ICE DISPENSING**

1. Will an ice dispensing machine be provided? Yes ; No ;

See Minnesota Plumbing Code Chapter 4714, section 801.2.3 for air gap requirements

2. If yes, indicate each location, i.e., lobby, end of hallway, etc. \_\_\_\_\_

\_\_\_\_\_

3. Who will be responsible for maintenance? \_\_\_\_\_

**MINNESOTA CLEAN INDOOR AIR ACT**

Comply with the Minnesota Clean Indoor Air Act by posting “No Smoking” and “Smoking Permitted” signs in appropriate areas and provide a “Smoking is Prohibited Except in Designated Areas” sign at all major building entrances.

Thirty percent (30%) of rooms must be designated as non-smoking.

**POST LICENSE REQUIREMENT**

Minnesota Statutes Chapter 157.12 and the Lake County Lodging Ordinance require that the establishment must post the lodging license in a conspicuous location.





# Escape Window Information

Please refer to the attached Minnesota Department of Public Safety, State Fire Marshal Division, Statement of Policy number: INS-04 (2007), Escape Windows, revised June 27, 2012.

- Any room used for sleeping purposes must have at least one escape window leading directly to the exterior of the structure.
- Doorways leading directly to the exterior of the structure meet the escape window requirement. Doorway must be accessible and operable at all times.
- Escape windows must meet the minimum openable size as required by the state fire rule.
- Please carefully read pages 5, 6, 7 and 8 of the attached document for determining which sheet to use for your establishment.
- Complete one sheet for one escape window in any room used or intended to be used as a sleeping room.
  - Clearly label each sheet with the room number and the location of the window in relation to the door leading to the room, i.e., left of doorway, across from doorway; or North wall, South wall, East wall, West wall.

Floor Plans must include all of the following:

1. Clearly label each room with either a name, a number or combination thereof. If numbered, provide a room legend.
2. Measurements of each room, length, width & ceiling height. Measurements must be to the nearest  $\frac{1}{8}$  inch.
3. All measurements must reflect the final finished surface, not the stud or joist.
4. **All measurements and labels must face the same direction.** One should not have to rotate the page to read the labels.
5. Clearly indicate room separations between sleeping areas and other rooms such as kitchens or dining rooms.
6. When determining usable sleeping room floor space, do not include bathrooms, closets, showers, toilets.
7. All beds must be provided with a minimum of 3 feet separation when placed side by side and one foot when placed end to end.
8. Window dimensions (H x W and distance to floor from bottom opening) and style (ex. sliding, casement, double hung).

