



**Public Health**  
Prevent. Promote. Protect.



**Horizon Environmental Health**  
Serving Douglas & Pope Counties  
809 Elm Street, Suite 1200  
Alexandria, MN 56308  
[horizonpublichealth.org](http://horizonpublichealth.org)

**Alicia Lang, Registered Sanitarian**  
320.762.2986  
alicial@horizonphmn.gov

**LODGING FACILITY  
PLANS AND SPECIFICATIONS - REQUIRED INVENTORY**

**Establishment Name:** \_\_\_\_\_

**The following items must all be submitted for a complete plan review application. Please check items as completed.**

\_\_\_\_\_ **FLOOR PLANS/BLUEPRINTS** (Including plumbing plans)

Plans must include:

- the layout of sleeping rooms showing the size and maximum occupancy
- the exits to hallways or outdoors, fire escapes, and window locations
- the descriptions of ventilation and heating equipment
- the floor and wall finishes
- the location of the automatic dispensing ice machine and vending machines for the public
- the location of the laundry facilities and storage areas

If a continental breakfast is provided to guests and your establishment does not have a food and beverage license, a limited food license will be required. Include a menu and equipment list with the lodging plans. Food and beverage equipment must meet the standards of NSF International.

\_\_\_\_\_ **ROOM FINISH SCHEDULE**

Walls, floors, ceiling

\_\_\_\_\_ **CITY/COUNTY ZONING APPROVAL**

New establishments and existing establishments that are adding units must obtain a permit or statement from the local unit of government granting zoning approval for the use of the land as a lodging establishment. Include a copy of this permit or statement with the construction plans.

\_\_\_\_\_ **PLUMBING PLANS SUBMITTED TO MN DEPT OF LABOR & INDUSTRY, PLUMBING PLAN REVIEW & INSPECTIONS**

\_\_\_\_\_ **PLAN REVIEW APPLICATION FORM**

\_\_\_\_\_ **PLAN REVIEW FEE**

-New construction - \$520.00

-All other (remodeling, etc.) - \$345.00

***SUBMIT ALL THE ABOVE ITEMS TO:***

**Horizon Environmental Health**  
809 Elm Street, Suite 1200, Alexandria, MN 56308

***PLUMBING PLANS MUST ALSO BE SUBMITTED TO:***

**Minnesota Department of Labor & Industry**  
**Construction Codes & Licensing Division**  
**Plumbing Plan Review & Inspections**  
443 Lafayette Road North, St. Paul, MN 55155-4343  
651-284-5063

***All plans and specifications must be submitted to this office AT LEAST 30 DAYS  
PRIOR TO STARTING CONSTRUCTION.***



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**Plan Review Application**

**Check One:**  New Construction  Addition/Remodel  Conversion

**Type of Project (check all that apply):**

Hotel/Motel  Resort/Cabins  Other \_\_\_\_\_

Number of units: \_\_\_\_\_

**Check All That Apply:**  Private Water  Private Sewer  Municipal Water  Municipal Sewer

**If private water/sewer, indicate contractor(s):** \_\_\_\_\_

**Establishment Information and Location**

Establishment Name: \_\_\_\_\_

Establishment Address (physical location): \_\_\_\_\_ County: \_\_\_\_\_

Establishment Phone Number & Email: \_\_\_\_\_

Proposed date for start of construction: \_\_\_\_\_ Proposed date for completion of project: \_\_\_\_\_

**Owner Information**

Owner Name: \_\_\_\_\_

Owner Address (mailing address): \_\_\_\_\_

Owner Phone Number & Email: \_\_\_\_\_

Owner Signature: \_\_\_\_\_

The above signature indicates that I understand failure to submit the required information and fees will delay or stop the plan review and licensure process. I understand that it is my responsibility to submit all required fees and necessary information before licensure can be obtained.

**Submit complete set of plans to: Horizon Environmental Health, 809 Elm Street, Suite 1200, Alexandria, MN 56308. Plan review will not begin until this office receives all necessary information. Failure to submit plans and appropriate fees for new construction or remodeling will not prevent the fees from being collected. In addition, any construction not meeting code will have to be corrected prior to opening. To avoid delay of your project, please include the following items, at least 30 days before construction:**

- Complete set of plans (site plans/blueprints)
- City/County Zoning Approval including septic plan approval from Land & Resource Management/Zoning, as well as a copy of the septic plans
- Completed Plan Review Application Form
- Plan Review Fee **made payable to HORIZON PUBLIC HEALTH**  
*Fees: New Construction - \$520.00; All other (remodeling, mobile food unit, limited food service) - \$345.00*
- All plumbing plans must be submitted to the Minnesota Department of Health for approval (see next page)

**PLEASE TURN OVER AND REVIEW SIDE 2 OF PLAN REVIEW APPLICATION →**

### Additional Plan Submittal Information

1. Plumbing must be installed according to the Minnesota Plumbing Code. More information covering the details of submitting plumbing plans is available through the Minnesota Department of Labor and Industry; please contact them at 651-284-5063 for more plumbing plan review information. Information is also available online at <http://www.doli.state.mn.us/business/get-licenses-and-permits/plumbing-plan-review>. Submit all plumbing plans and fees to: Minnesota Department of Labor and Industry, Construction Codes and Licensing Division, Plumbing Plan Review & Inspections, 443 Lafayette Road North, St. Paul, MN 55155-4343. **A satisfactory plumbing inspection is necessary prior to licensing.**
2. 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 Douglas County this would be Land & Resource Management, 320-762-3863 (located at the Douglas County Courthouse) and in Pope County contact Land & Resource Management at 320-634-5715 (located in the Pope County Courthouse). 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.
3. 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 supply.
4. You must submit a plan review application with the required fees and all the requested plans and information at least 30 days prior to beginning construction. After your plans have been reviewed, you will receive a letter indicating any changes that need to be made and any concerns that have been noted. Construction may start only after you receive an approval letter.
5. You must complete an application for licensure and submit along with the appropriate license fee (separate from the plan review fee) before you can open.
6. Finally, you must contact the sanitarian for an on-site inspection at least 14 calendar days prior to opening the establishment (Minnesota Rules, part 4626.1750). If the inspection is satisfactory, and you have submitted a license application and all required fees, you will be permitted to open.

***All plans and specifications must be submitted to this office  
AT LEAST 30 DAYS PRIOR TO STARTING CONSTRUCTION.***

*Note: An establishment is not allowed to open before an application for licensure is submitted and all required fees are paid (Minnesota Statutes, section 157.16).*

*Notice: The issuance of a dishonored check to this department will require a service charge as per Minnesota Statutes, section 604.113, subd. 2(a). Additional civil penalties may be imposed for nonpayment.*

**For Office Use Only:**

Date Received: \_\_\_\_\_ Check #: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Received by: \_\_\_\_\_





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## REQUIREMENTS FOR LODGING ESTABLISHMENTS – PLAN REVIEW

### General Requirements

#### **Minnesota Rules 4625.0100**

The term “Approved” shall mean acceptable to the commissioner following the commissioner’s determination as to conformity with established public health practices.

The term “Clean” shall mean the absence of dirt, grease, rubbish, garbage, and other offensive, unsightly, or extraneous matter.

The term “Commissioner” shall mean the commissioner of health and Horizon Environmental Health, which terms shall be synonymous.

The term “Good Repair” shall mean free of corrosion, breaks, cracks, chips, pitting, excessive wear and tear, leaks, obstructions, and similar defects so as to constitute a good and sound condition.

The term “Usable Floor Space” means all floor space in a sleeping room not occupied by closets, toilet rooms, shower, or bathrooms.

#### **Minnesota Rules 4625.0200**

Minnesota Rules 4625.0100 to Minnesota Rules 4625.2300 shall be applicable to all lodging establishments, such as hotels, motels, lodging houses, and resorts as defined in Minnesota Statutes, Chapter 157.

#### **Minnesota Rules 4625.0300**

The construction, operation, maintenance, and equipment of lodging establishments shall be regulated as follows in parts 4625.0400 to 4625.2200.

#### **Minnesota Rules 4625.0400**

Every building, structure, or enclosure used to provide lodging accommodations for the public shall be kept in good repair, and so maintained as to promote the health, comfort, safety, and well-being of persons accommodated.

### Floor Requirements

#### **Minnesota Rules 4625.0500**

The floors of all guest rooms, hallways, bathrooms, store rooms, and other spaces used or transversed by guests shall be of such construction as to be easily cleaned, shall be smooth, and shall be kept clean and in good repair. Cleaning of floors shall be so done as to minimize the raising of dust and the exposure of guest thereto. The requirements of this part shall not prevent the use of rugs, carpets, or natural stone which can be kept clean. Abrasive strips for safety purposes may be used wherever deemed necessary to prevent accidents.

Approved flooring material in locker rooms, toilet rooms, and vestibules shall be non-absorbent. Approved, non-absorbent flooring material for these areas include terrazzo, ceramic tile, quarry tile, certain types of poured floors, and commercial grade of floor tile or sheet vinyl. If rugs and/or carpets are used in customer areas, the rugs and/or carpets shall be closely woven commercial carpeting or other approved commercial covering material.

## **Wall and Ceiling Requirements**

### **Minnesota Rules 4625.0600**

The walls and ceilings of all rooms, halls, and stairways shall be kept clean and in good repair. Studs, joists, or rafters shall not be left exposed except when suitably finished (gloss paint or other approved sealer) and kept clean.

No walls and/or ceilings shall have peeling paint, cracks, holes, or other defects.

## **Screening Requirements**

### **Minnesota Rules 4625.0700**

When flies, mosquitoes, and other insects are prevalent, all outside doors, windows, and other outer openings shall be screened; provided that such screening shall not be required for rooms deemed by the commissioner (Horizon Environmental Health) to be located high enough in the upper stories of the building as to be free of such insects (above fourth floor elevation), or in such area where other effective means are provided to prevent their entrance.

The screening must be of at least 16 meshes to the inch for all outside doors and windows.

## **Lighting and Ventilation Requirements**

### **Minnesota Rules 4625.0800**

All rooms and areas used by patrons and guests and all other rooms or spaces in which lighting and ventilation, either natural or artificial, are essential to the efficiency of the business operation shall be well lighted and ventilated.

An area shall be considered well ventilated when excessive heat, odors, fumes, vapors, smoke, or condensation is reduced to a negligible level and barely perceptible to the normal senses. During seasons when weather conditions require tempering of makeup air, adequate equipment shall be provided to temper the makeup air. Every gas-fired or oil-fired room heater and water heater shall be vented to the outside air.

All toilet rooms shall provide either natural (window capable of being opened) or artificial (mechanical) ventilation.

## Space Requirements

### Minnesota Rules 4625.0900

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.

## Bedding and Linen Requirements

### Minnesota Rules 4625.1000

All beds, bunks, cots, and other sleeping places provided for guests in hotels, motels, resorts, and lodging houses shall be supplied with suitable pillow slips and under and top sheets. All bedding including mattresses, quilts, blankets, pillows, sheets, spreads, and all bath linen shall be kept clean. No bedding including mattresses, quilts, blankets, pillows, bed and bath linen shall be used which are worn out or unfit for further use. Pillow slips, sheets, and bath linen after being used by one guest shall be washed before they are used by another guest, a clean set being furnished each succeeding guest. For any guest room for an extended period of time, a fresh set of sheets and pillow slips shall be furnished at least once each week, and at least two clean towels shall be furnished each day, except that the proprietor will not be responsible for the sheets, towels, pillow slips, and bath linen furnished by a guest.

## Room Furnishing Requirements

### Minnesota Rules 4625.1100

All equipment, fixtures, furniture, and furnishings, including windows, draperies, curtains, and carpets, shall be kept clean and free of dust, dirt, vermin, and other contaminants, and shall be maintained in good order and repair.

## Toilet Requirements

### Minnesota Rules 4625.1200

Every hotel, motel, and lodging house shall be equipped with adequate and conveniently located water closets for the accommodation of its employees and guests. Water closets, lavatories, and bathtubs or showers shall be available on each floor when not provided in each individual room. Toilet, lavatory, for every ten occupants, or fraction thereof, and one bathtub or shower for every 20 occupants, or fraction thereof. Toilet rooms shall be well ventilated by natural or mechanical methods. The doors of all toilet rooms serving the public and employees shall be self-closing. Toilets and bathrooms shall be kept clean and in good repair and shall be well lighted and ventilated. Hand-washing signs shall be posted in each toilet room used by employees. Every resort shall be equipped with adequate and convenient toilet facilities for its employees and guests. If privies are provided they shall be separate buildings and shall be constructed, equipped, and maintained in conformity with the standards of the commissioner (Horizon Environmental Health) and shall be kept clean.

## **Water Supply**

### **Minnesota Rules 4625.1300**

A safe adequate supply of water shall be provided. The water supply system shall be located, constructed, and operated in accordance with the rules of the commissioner. 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).

All well water supplies shall be located, constructed, and operated in accordance with the Rules Relating to Wells and Boring and Public Water Supply Rules.

New water wells must be constructed by a licensed water well contractor.

All new water well construction or modification of an existing water supply system shall submit complete plans and specifications to the Minnesota Department of Health Plumbing Unit.

Water well casing shall be at least 12 inches above the ground surface in accordance with the Minnesota Department of Health Water Well Construction Code, Chapter 4725.

The drain line for the pump house must discharge into a gravel pocket at least 30 feet from the well.

## **Hand Washing Requirements**

### **Minnesota Rules 4625.1400**

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 hand 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.

## **Guest Room Utensils Requirements**

### **Minnesota Rules 4625.1500**

After each usage, all multi-use eating utensils and drinking vessels shall be thoroughly washed in hot water containing a suitable soap or synthetic detergent, rinsed in clean water, and effectively subjected to a bactericidal process approved by the commissioner (Horizon Environmental Health). Approved facilities for manual dish washing shall consist of a three-compartment sink with stacking and drain boards at each end. All mechanical dish washing machines shall conform to Standard Number 3 of the National Sanitation Foundation, dated April 1965.

All dishes, glasses, utensils, and equipment after washing and bactericidal treatment shall be permitted to drain and air dry.

Single-service utensils or vessels as defined in part 4625.2400, subpart 20 must be handled in a sanitary manner. Such utensils may not be reused.

Store all clean and sanitized dishes, glasses, ice containers, or utensils on non-absorbent surfaces to protect against contamination (no shelf paper). Storage of clean and sanitized dishes, glasses, ice containers or utensils shall not be stored next to any toxic chemical. Storage of clean and sanitized dishes, glasses, ice containers, or utensils shall not be stored under exposed waste water pipes.

## **Waste Disposal**

### **Minnesota Rules 4625.1600**

All liquid wastes shall be disposed of in an approved public sewage system or in a sewage system which is designed, constructed, and operated in accordance with the rules of the Minnesota Pollution Control Agency part 7080.0010 to 7080.0200.

Prior to removal, all garbage and refuse in storage shall be kept in watertight, non-absorbent receptacles which are covered with close-fitting, fly tight lids. All garbage, trash, and refuse shall be removed from the premises frequently to prevent nuisance and unsightly conditions, and shall be disposed of in a sanitary manner. All garbage receptacles shall be kept clean and in good repair.

All sewage systems shall be provided with a properly installed water meter to measure the sewage flow into the sewage disposal system.

## **Insect and Rodent Control Requirements**

### **Minnesota Rules 4625.1700**

Every hotel, motel, and resort shall be so constructed and equipped as to prevent the entrance, harborage, or breeding of flies, roaches, bedbugs, rats, mice, and all other insects and vermin, and specific means necessary, for the elimination of such pests such as cleaning, renovation, and fumigation shall be used.

The door on the fish cleaning house shall be equipped with a self-closing device and in good repair to prevent the entrance of insects.

## **Personnel Health and Requirements**

### **Minnesota Rules 4625.1800**

No person shall resume work after visiting the toilet without first thoroughly washing his or her hands.

Personnel of hotels, motels, lodging houses, and resorts may be required to undergo medical examinations to determine whether or not they are cases or carriers of a communicable disease.

## Cleanliness of Premises

### **Minnesota Rules 4625.1900**

The premises of all hotels, motels, lodging houses, and resorts shall be kept clean and free of litter or rubbish.

## Fire Protection

### **Minnesota Rules 4625.2000**

All lodging establishments shall provide suitable fire escapes which shall be kept in good repair and accessible at all times. Hallways shall be marked and exit lights provided; fire extinguishers shall be provided and shall be recharged annually and kept accessible for use. No sleeping quarters shall be maintained in rooms which do not have unobstructed egress to the outside or to a central hall leading to a fire escape. All fire protection measures shall be in accordance with the requirements of the State fire marshal.

## Plumbing

### **Minnesota Rules 4625.2100**

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.

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 may not commence until plans have been 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.

## **Ice Dispensing Requirements**

### **Minnesota Rules 4625.2200**

Ice must be manufactured only from safe potable water which has been obtained from the municipal water supply or other approved source.

Any lodging establishment which makes ice available in public areas, including but not limited to lobbies, hallways, and outdoor areas shall restrict access to such ice in accordance with the following provisions:

After September 1, 1979, any newly constructed lodging establishment which installs ice-making equipment, any existing lodging establishment that installs or replaces ice-making equipment, shall install only automatic dispensing, sanitary ice-making, and storage equipment in areas to which the public has access. Any such establishment may install open-type bins only if the ice there from is dispensed in the manner provided in subpart 3.

After December 31, 1984, any existing lodging establishment which has not converted to automatic dispensing ice-making and storage equipment shall no longer permit unrestricted public access to open-type ice bins, and shall dispense ice to guests only by having employees give out refilled, individual sanitary containers of ice, or by making available refilled, disposable, closed bags of ice.

## **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 requires that the establishment must post the lodging license in a conspicuous location.