



Morrison County will provide cost effective, high quality services to county residents in a friendly and respectful manner.

Lodging Plan Review Application

Morrison County Health and Human Services – Environmental Health
 213 First Avenue SE, Little Falls, MN 56345
 Office Phone 320.632.6664 or Fax: 320.632.0372
 Email: phenvhealth@co.morrison.mn.us

Plans must be submitted and approved before construction begins. Allow at least 30 days at a minimum for plan approval.

ESTABLISHMENT INFORMATION:		
Establishment Name:		
Establishment Address:		
City:	State:	Zip:
County:	Business Phone:	
Check all that apply:		Seating Capacity: (check one)
<input type="checkbox"/> Private Water	<input type="checkbox"/> Municipal Water	<input type="checkbox"/> 50 or less <input type="checkbox"/> More than 175
<input type="checkbox"/> Private Sewer	<input type="checkbox"/> Municipal Sewer	<input type="checkbox"/> 50 - 175

SUBMITTER INFORMATION:		
Submitter Name:		
Submitter Address:		
City:	State:	Zip:
Contact Phone:	Cell Phone:	
Email:		

CONTRACTOR/ARCHITECT/ENGINEER INFORMATION: (If different from submitter)		
Name and/or Company:		
Mailing Address:		
City:	State:	Zip:
Contact Phone:	Cell Phone:	
Email:		

OWNER INFORMATION: (If different from submitter)		
Owner Name:		
Mailing Address:		
City:	State:	Zip:
Contact Phone:	Cell Phone:	
Email:		
Proposed date for Start of construction:		Proposed date for Completion of construction:

Plan Review Fee Schedule for **New Construction**

- Hotel/Motel..... \$373.00
- Resort Cabins..... \$373.00
- Youth Camp..... \$373.00
- Board and Lodging Facility..... \$373.00

Plan Review Fee Schedule for **Remodel**

- Existing Youth Camps..... \$237.00
- Hotel/Motel, Recreational Camping Areas..... \$237.00
- Other..... \$237.00

FOR OFFICE USE ONLY:

Date Received:

Check #:

Fee:

Please make checks payable to: Morrison County HHS

Checklist of Submittal Items needed to complete plan review:

- Blue print/drawing of facility
- Plumbing Plan Review submitted to Minnesota Department of Labor & Industry
- Appropriate Fees payable to Morrison County HHS
- Copy of CUP's (Conditional Use Permits) if issued
- Completed Lodging Plan Review Application

Who completed this application? _____

Date of completed application _____

ROOM FINISH SCHEDULE

Bedroom Information for Lodging Facility
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Room	Dimensions	# of Beds	Size of Beds	# persons allowed
Ex. Bedroom #2	12 X 12	1	king	2

4625.0900 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 spaced 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.

4625.1000 BEDDING AND LINEN REQUIREMENTS.

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 occupying a guest room for an extended period of time, a fresh set of sheets and pillow slips shall 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.

4625.1100 ROOM FURNISHING REQUIREMENTS.

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.

RE: Fire Marshal requirements for lodging

Here is a general list of a few issues Health and Human Services looks at when licensing resorts since the Fire Marshal Division does not inspect smaller operations:

1. Window sills must be under 48" in height.
2. At least two egress (exit) points per bedroom (i.e., Door and window).
3. Proper ventilation and duct work if cooking equipment is provided.
4. Plainly visible and legible address/building identification numbers posted on front of property or fire numbers if in rural areas.
5. Proper storage of combustible materials.
6. Guardrails must be installed on open sides of staircases, landings, ramps and balconies. Stairways shall have a handrail at least on one side.
7. Recreational fires are to be more than 25ft away from structures or combustibles.
8. Dead bolts or other means of door security must be able to be opened from the inside without the use of a key or tool and not mounted above 48".
9. Room sizing for one person shall be at least 70 square ft. Sleeping rooms for more than one person shall contain not less than 60 square ft for each occupant. Once resident number has been determined based on room sizes, a maximum occupancy sign must be posted near the entrance.
10. Smoke Detectors shall be installed at least one per floor and/or immediately outside of bedrooms in the hallway. Buildings built after March 31, 2003 also require detectors in each room and if wall mounted must be at least 4" from ceiling, but not more than 12". Smoke detectors must be operable and testable.
11. Fire Extinguisher(s) shall be provided and receive yearly maintenance/servicing.

These are merely an overview; there are many other issues and details that must be looked at if it would be a full Fire Marshal inspection. Additional information is available online at [Inspections - Hotel and Motel Inspections \(mn.gov\)](http://www.mn.gov/Inspections-Hotel-and-Motel-Inspections).