
Tourist Room House (TRH) General Requirements

This document summarizes the minimum requirements of Tourist Room Houses and is based off Wisconsin administrative code ATCP 72 and other applicable local regulations.

1. Registration of Guests

- Registry that requires all guests to register their names and addresses shall be provided.
- Registry shall be kept intact and available for review by inspectors for at least one year.

2. Water Supply and Waste Disposal

- Approved public water supply or a private well that is in compliance with NR 812 and proven to be safe via annual laboratory testing.
- Approved public sewage or a private septic system in compliance with SPS 382 and 383.
- Hot and cold water under pressure

3. Bathroom Facilities

- All fixtures and plumbing maintained in proper working order.
- All bathroom facilities shall include a toilet, sink, and bathtub or shower.
- All bathrooms shall have a working vent fan or a window that can be opened.
- Each guestroom shall have its own designated toilet room or there shall be at least one men's and one women's that can be shared by all guests. If all guestrooms are rented to one party, then only full bathroom is required.
- Soap and paper towels shall be available in each toilet room.

4. Garbage

- A sufficient number of containers provided to meet the demand of the guests.
- Containers shall be leak proof and have tight fitting covers.
- Containers emptied and cleaned at a proper frequency.

5. Kitchen

- No food can be offered except for pre-packaged, shelf-stable items and fresh fruits and vegetables.
- If ice is offered, use a refrigerator ice dispenser or provide an empty sanitized ice cube tray for each separate group.
- Appliances and surfaces shall be maintained in a sanitary condition.
- All kitchen ware shall be stored in a manner that protects from contamination
- Dishes shall be washed and sanitized after each use. Sanitizing options:
 - Dishwashers that reach a minimum of 160°F will sufficiently sanitize.
 - Soak dishes for 30 seconds in a basin containing 1 tablespoon of unscented bleach per gallon of water (Provide instructions and supplies for guests).

6. Guest Sleeping Rooms

- All guest beds shall have a clean proper fitting mattress pad.
- All guest bed top sheets must have a 12" fold-back over the blanket.
- Pillowslips, sheets, towels, and washcloths shall be washed between guests and at least once a week.
- Individual locks for each guest sleeping room is required unless the entire home is rented to one reservation party. Locks must be unkeyed on the inside and keyed on the outside.
- All room windows and doors that open to the exterior shall have appropriate screens.
- All rooms shall have a code approved secondary form of egress for emergency escape.
- All rooms shall meet all applicable state and local building codes.

7. General Building Structure and Safety

- Compliance with all state commercial building and fire safety codes.
- Smoke detectors and carbon monoxide (CO) detectors are generally required in every basement and on each floor used as a living space. Attics, garages, and storages are exempt.
- Railings on decks, patios, and balconies more than 24" off the ground must be at least 36" tall with gaps no larger than 4".
- Staircases with more than 3 risers shall have code approved handrails.
- All structures, rooms, and furnishings shall be maintained in a clean and sanitary condition and in a good state of repair.

8. Permits

- TRHs require a lodging permit from the Rock County Public Health Department
 - Permit year is July 1st through the following June 30th.
 - Any permit issued after April 1st is good through the following June 30th.
 - Permit fees (2024) are \$385 for new facilities or owners.
 - Annual TRH license – \$170
 - One-time pre-inspection fee – \$215
- Local municipalities may also require a permit or approvals.
 - Check with your local [municipality](#).

Resources:

- ATCP 72 – Hotels, Motels, and Tourist Rooming Houses
 - https://docs.legis.wisconsin.gov/code/admin_code/atcp/055/72.pdf
- Smoke and CO Detector Information
 - <https://dps.wi.gov/Documents/Programs/FireSuppressAlarm/OneTwoFamilyDwellingsSmokeCarbonMonoxideAlarms.pdf>
- DATCP Tourist Rooming House Website
 - https://datcp.wi.gov/Pages/Programs_Services/TouristRoomingHouses.aspx



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