



# BARRON COUNTY DEPARTMENT OF HEALTH & HUMAN SERVICES



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## Checklist for Tourist Rooming House Licensing

Thank you for contacting Barron County Department of Health and Human Services with your inquiry on licensing a Tourist Rooming House in Barron County. Here are the steps you will need to take:

1. Contact the local zoning department or township/town to start the special exception process if applicable. Contact Barron County zoning department at 715-537-6375 for more information or to find out if special exception is applicable to your property.
2. Apply for Barron County DHHS license.
  - o Complete the BCDHHS Lodging Permit Application.
  - o Submit the application and payment to BC-DHHS by mail to:

Barron Co. DHHS  
335 E Monroe Ave.  
Barron, WI 54812.

3. Make sure your TRH is ready for licensing.
  - o Read Barron County TRH Inspection Checklist.
  - o Read ATCP 72 lodging code:  
[http://docs.legis.wisconsin.gov/code/admin\\_code/atcp/055/72](http://docs.legis.wisconsin.gov/code/admin_code/atcp/055/72)
  - o Sample your well water if your TRH is served by a private well. A yearly bacteria and nitrate sample is required. Have test results available for review at pre-inspection. Here is a link to approved water testing labs:  
<http://dnr.wi.gov/topic/wells/privatewelltest.html>
  - o Use attached handouts to help you correctly place smoke and carbon monoxide detectors and ensure safety requirements of bunk beds and decks.
  - o Residential whirlpools and swimming pools must be locked and inaccessible to guests during their stay; unless they meet commercial standards and are licensed. Fill and drain jetted bath tubs are allowable.
4. Schedule an inspection when you are ready for a pre-inspection to verify that your tourist rooming house meets all ATCP 72 lodging code requirements. Call 715-537-6844 to schedule.

**For any questions regarding licensing your Tourist Rooming House please call 715-537-6844.**