

Tourist Home Licensing

What is the point of a health license?

Our job, at Missoula City-County Health Department (MCCHD), is to evaluate conditions in your tourist home that could affect the health of the traveling public. We look at general housekeeping, pest control, laundry practices, chemical storage areas, bathroom and kitchen safety concerns, garbage storage, drinking water and wastewater disposal. Licensing helps you know how to comply with applicable regulations, and benefits both Montana's tourist industry, and your guests, by maintaining safe and healthy conditions.

FAQs

What is a Tourist Home (sometimes called a Vacation Rental)?

A tourist home is a private home or condominium that is not occupied by an owner or manager and that is rented, leased, or furnished in its entirety to transient guests, daily or weekly.

Is a Tourist Home allowed in my neighborhood?

That depends on several things. If your Tourist Home is within Missoula city limits, contact the city's Development Services (406-552-6630) at 435 Ryman St. If your Tourist Home is outside of city limits, contact Missoula County Community and Planning Services (406-258-4642) at 323 W. Alder St. **Ensure a Tourist Home is allowed at your location, before completing the health department plan review.**

Do I need a health department license to operate a Tourist Home?

Yes! The state of Montana requires Tourist Homes to go through local health department plan review, and then get an annual operating license.

How much does plan review cost?

Plan review for a Tourist Home in Missoula County ranges from \$200. Additional fees of \$50 may apply if water and/or wastewater review is necessary. This review is conducted by the Missoula City-County Health Department.

How much does a license cost?

The annual state license fee for a single Tourist Home is \$40 payable by check or money order to Montana Department of Public Health and Human Services (DPHHS). This check, for the first year of licensing, will be collected by MCCHD, once the plan review is approved, and a pre-operational inspection has been successfully completed.



Where can I get more information and application forms

- The MCCHD plan review application can be found on Missoula County's website: <http://www.missoulacounty.us/home/showdocument?id=4885>, or at the MCCHD offices 301 W. Alder St. Missoula, 2nd floor. You may, also, contact us at envhealth@missoulacounty.us, and we'll e-mail you a copy.
- The Administrative Rules of Montana, governing Tourist Homes, can be found at <http://www.mtrules.org> (ARMs 37.111.101-.135)
- The City of Missoula Tourist Home Ordinance and informational flyer, can be found at <http://mt-missoula3.civicplus.com/DocumentCenter/View/37058> and <http://www.ci.missoula.mt.us/2076/Tourist-Home>

Where do I submit my plan review application?

Submit your completed plan review application, and fees, to the Environmental Health Department on the 2nd floor of 301 W. Alder Street, Missoula, MT 59802.

My Tourist Home is served by municipal sewer. Do I need to have my wastewater reviewed?

A wastewater review is not required if you are on municipal sewer, but you may be required to show proof of your connection.

Will I have to upgrade my septic?

We will evaluate whether your septic is adequately sized during the plan review process.

How often are Tourist Homes inspected?

Inspections are required before licensing and upon complaint. We'll also do a routine inspection about once every 1-3 years.

What is involved in a Tourist Home inspection?

There are a number of public health issues addressed, including but not limited to:

- Is the home clean?
- Is there any sign of pest infestation (bed bugs, rodents, etc.), past or present?
- Where, when, and how is the laundry washed, dried and stored?
- Where, when, and how are the dishes washed and sanitized?
- When and how are kitchens and bathrooms cleaned and sanitized?
- Is the water coming out of the tap at least 100 °F, but not over 120°F?
- Is the wastewater system (sewer or septic) functioning properly?
- Is the water supply clean and safe?
- Where, when, and how is trash disposed, stored, collected, and those areas kept clean?





TOURIST HOME PLAN REVIEW APPLICATION

Establishment Information:

_____ New _____ Change of Ownership

_____ Remodel

Date of Application: _____

Name of Establishment: _____

| Service | Fee | |
|--|-------|--|
| New/Remodel/COO Review If home is on PWS and Municipal Sewer System | \$200 | |
| New/Remodel/COO Review If home is on Private Well and/or Septic System | \$250 | |
| Add the following fees, only if they apply. | | |
| Resubmittal Fee (for very incomplete or inactive reviews) | \$100 | |
| Total | | |

Establishment Address: _____

Establishment Mailing Address: _____

Establishment Phone: _____ Email: _____

Contact Name: _____

Contact Mailing Address: _____

Contact Phone: _____ Email: _____

Below for MCCHD Use: Intake Review

| Included | N/A | |
|----------|-----|---------------------------------------|
| | | Completed and Signed Application Form |
| | | Floor Plan: |
| | | Rooms Labeled |
| | | Plumbing Layout/Fixtures Labeled |
| | | Major Appliances Labeled |
| | | Food Service (if applicable): |
| | | Menu |
| | | Equipment Specs |
| | | Food Application |
| | | Water/Wastewater Information |
| | | Site Plan |

Intake Sanitarian: _____

Date: _____

Sanitarian Comments: _____

Guidelines for an Efficient Review Process

While most reviews are usually completed within a couple of weeks, they may take between 30-60 days depending on staff resources and the completeness of the application submitted. To make your review process as fast and easy as possible, ensure the following:

- Submit a completed application that is easy to read.
- Be prepared to pay for the application when it is submitted.
- If something asked in the application does not apply to your operation, **don't leave it blank**, write N/A.
- Plan ahead so that the project is not delayed.
- Check-in with other agencies (if applicable) during the review process.
- Do not start construction or remodeling prior to getting an approval letter.
- Submit an application that reflects how you intend to operate at the time of licensing.
- Submit the final copies of your floor plan as changes may result in delays or additional fees.
- Respond quickly to questions from the reviewer.

Items to Submit

- Application form, completed and signed.
- Site plan showing:
 - Location and footprint of the building(s) and outdoor swimming or bathing/spa areas,
 - Roads on/adjacent to the parcel, parking area, and driveways,
 - Location of outdoor solid waste receptacle(s), and/or recycled material bins,
If applicable (see page 8), add the following:
 - Location of well and schematic of water supply coming into the building,
 - Location and schematic of septic system and/or sanitary sewer line from the building,
 - Location of surface water (river, creek, pond, etcetera),
 - Location of boundary lines.
- Floor plan of the Tourist Home, with all rooms labeled; including all sleeping rooms, bathrooms, storage areas (including clean bedding/linens/towels, and cleaning supplies), laundry/janitorial rooms, and kitchen. Show all sinks, beds/futons/sleeper sofas, and major appliances (laundry machines, hot-water heaters, refrigerators, etc.).
- Septic permit if applicable (see page 8).
- Well log or other information regarding the construction and source of a private water supply, **if applicable (see page 8).**

Other Licenses and Regulatory Agencies

- There are many codes that you may need to comply with including those from **building, fire, wastewater treatment plant, zoning, and the department of revenue**. While it is not the health department's responsibility to enforce their codes, there may be instances where you cannot be approved to operate until you comply with their regulations.
- A business registration is required if you operate in the City of Missoula.

Housekeeping and Maintenance:

(This is to verify how and when you will be keeping the home clean and in working condition, and where you will store all the necessary items to do so.)

1. Where will chemicals, such as cleaners and sanitizers for laundry and dishes, for toilets, bathing, and general areas, garden supplies, and others necessary to the operation, be stored?

(There must be separate cleaning equipment, meaning cloths/scrubbers/etc., for dishes, toilets, bathing areas, and general cleaning.)

Is this space well ventilated? _____ Where are chemicals discarded? _____

2. Will you be using a wet mop? _____ If so, where will you dispose of mop water and wash mop heads? _____

If not, how will hard flooring surfaces be cleaned? _____

3. Housekeeping and maintenance services are required weekly and between guests. How will you ensure that services are provided as needed? _____

4. Guests must receive new towels and bedding at least weekly. How will guests get new items if staying longer than one week? (e.g. cupboard where new items can be dropped off; cleaning service during stay) _____

5. Is a washable mattress pad provided for all beds? _____

6. Are the comforters and quilts machine washable? _____

7. What is your pest management plan? (e.g. prevent harborage, set sticky traps, contract with service provider).

(Depending on the situation, MCCHD may require a professional pest service be contracted.)

8. How are housekeeping staff trained to recognize pests including bed bugs? _____



9. Surfaces are important for cleaning and maintenance. Please list the following finish materials:

| Rooms/Areas | Floor Surface | Wall Surfaces | Ceiling |
|----------------------------|---------------|---------------|---------|
| Kitchen | | | |
| Laundry | | | |
| Janitorial (if applicable) | | | |
| Toileting/Bathing | | | |

Laundry: (This is to verify that dirty laundry is kept separate from clean, how and when laundry is cleaned, and where clean and dirty laundry are stored.)

1. Is laundry washed onsite? _____ If yes, answer 2-5 below; if no, see 6.
2. How is dirty laundry conveyed to the laundry room? (If by hand, we strongly recommend that gloves be worn to prevent the spread of contamination. Hands must be washed before touching clean laundry.)

3. How is separation maintained between dirty and clean laundry? (e.g. separate, labeled baskets for clean and dirty) _____
4. Is laundry tumbled dry in a hot air dryer? _____ If not, please explain.

Can the machine reach 130F in the drying cycle (Note: This can easily be tested by wrapping dried sheets around a thermometer stem at the end of the drying cycle)? _____

5. Will a hand sink be provided, in or near the laundry room, with water at 100-120F and soap and paper towels?

6. If you are sending laundry out, what service provider will you be using? _____

Guest Rooms:

(This is to verify additional state rule requirements are being met.)

1. Are all furnishings easily movable, to facilitate cleaning? _____
2. Will anything be difficult to move? If so, how will you make sure that it does not hinder the cleaning process? _____

3. Will anti-slip surfaces be provided in bathtubs and showers? _____

4. Will there be reusable dishes available in the kitchen? _____

If so, how will they get washed, rinsed, sanitized, and air-dried? _____

How will you ensure that all used items during guests' stay are cleaned and sanitized before the next guests? _____

5. Is the intensity of lighting in the rooms, hallways, and stairways at least 10 ft./candles (108 Lux)? (If you have difficulty determining this, contact this office for assistance.) _____

6. How will you maintain the hot water temperature between 100-120F in guest rooms?

General Operation:

(This is to verify operational times, guest numbers, and to ensure there are traceable records of guests, in the event of a public health investigation.)

1. Will the guest register be maintained for at least a year, from each guests' stay? _____

Will the register contain, at least, the guests' names, dates of stay, contact information, and where they stayed?

What is the maximum number of sleeping rooms? _____

2. What is maximum number of guests that can be accommodated? _____

3. Is this establishment a seasonal operation? _____ If yes, explain below.

Opening date _____ Closing date _____.

Swimming Pools and Spas:

(This is to verify that pool and spa health and safety is maintained under law.)

1. Will a pool or spa be provided for guests? _____

2. If so, will the pool or spa be drained between guests? _____

(Note that depending on how you plan to operate the pool or spa, you may be required to contact the state for review and licensing.)

Garbage Disposal:



(This is to verify that garbage is stored, removed, and area cleaned often enough to prevent health and safety issues; including to prevent pest attraction and harborage.)

1. How often is garbage removed from the premises? _____
2. Who is the service provider? _____
3. Where are garbage and recyclables stored between pick-ups? _____
4. Does the storage area have a cleanable, non-absorbent surface like asphalt or concrete? _____
If not, how will these areas be kept clean? _____
5. Do you have pest proof cans or a pest proof enclosure? _____

Food Service:

(This is to verify if and how food may be offered, and if additional licensing is necessary.)

Will food service be provided (including ice for guests to put in drinks)? _____

If yes, please indicate the type of service below:

_____ Continental breakfast*: a meal served in the morning which consists only of non-potentially hazardous foods and milk. (i.e. coffee, tea, pastries, donuts, whole fruit with a peel, etc.)

_____ Expanded breakfast (hot breakfast, cut fruit)**

_____ Full service menu for breakfast, lunch, and/or dinner**

* Please contact our department for a continental breakfast food service application.

** Please contact our department for a full service review application.

Water and Wastewater Basic Information:

The tourist home is/will be connected to:

_____ Mountain Water

_____ Lolo Water

_____ Seeley Lake Water District

_____ Another large water supply. Explain: _____

If you know the PWS (public water supply) number, please provide it here: _____

_____ A private well*

_____ A spring*

_____ Surface water*

***Please complete the Land Services Addendum, which starts on page 10.**

The tourist home is/will be connected to:

_____ Missoula public sewer

_____ Lolo public sewer

_____ Another large wastewater system. Explain: _____

_____ An individual, shared or multiple user wastewater treatment and disposal system.*



***Please complete the Land Services Addendum, which starts on page 10.**

Statement:

I hereby certify that the information included in this application, including the attached plans and information are correct. I understand that any deviation from the submitted information may incur additional review fees and may delay approval. In addition, I understand that changes made after an approval letter is issued without prior permission of the health department may nullify the approval for this review.

By submitting this signed application, I acknowledge that the process may take 30 to 60 days and that applications are reviewed in the order that they are received. I further acknowledge that it is my responsibility to contact other regulatory agencies, and that an approval letter issued from the health department does not indicate compliance with any other code, law, or regulation that may be required whether federal, state, or local. It also does not constitute endorsement or acceptance of the completed establishment (structure or equipment). I understand that a pre-operational inspection to determine compliance with the regulations must be completed and a public accommodation license must be issued for operation.

Signature of Responsible Representative: _____

Printed Name of Representative: _____

Date: _____

REMINDER! DID YOU INCLUDE WITH YOUR APPLICATION:

Floor Plans (These may be legibly hand-drawn): Attach floor plans (no larger than 11” by 17”) for all structures to be served by the water and wastewater systems (even if they are not directly connected to the system.) Floor plans don’t have to be to scale and can be hand drawn. Label the rooms and **show all bedspaces**.

Site Plan: (These may be legibly hand-drawn): Attach a site plan (no larger than 11” by 17”) showing the locations (existing and proposed) of all features (existing and proposed). Site plans can, but don’t have to be prepared to scale by a professional engineer or architect. **No aerial photos.** If the site plan is not drawn to scale, include enough measurements to accurately depict where everything is on the property.

If your home is not connected to a well or septic, YOU’RE FINISHED! Congratulations, and STOP

HERE! 



Congratulations!

Continue only if your home is serviced by a well or septic.



**Missoula City-County Health Department
ENVIRONMENTAL HEALTH**

301 West Alder Street | Missoula MT 59802-4123
www.co.missoula.mt.us/envhealth/

Phone | 406.258.4755
Fax | 406.258.4781

Application Fee: _____
Date Paid: _____

**LAND SERVICES ADDENDUM:
WATER SOURCE AND WASTEWATER ASSESSMENT APPLICATION FOR
TOURIST HOMES**

Owner's name _____ Phone # _____

Owner's address _____

City: _____ State: _____ Zip Code: _____

Email: _____

Facility Information

Type of establishment _____

Facility name _____ Phone # _____

Primary contact person _____ Phone # _____

Address Assigned by the County Road Department (located at 199 West Pine St, PH: 258- 4866):

Address: _____ City: _____ Zip _____



Legal description of facility: (Can be found on your tax statement or the Missoula County Property Database at www.co.missoula.mt.us/Owner/Default.aspx)

Geocode: 04-____ - ____ - ____ - ____ - ____ Short Legal: T ____ R ____ Section ____ ¼ Section ____

Certificate of Survey # or Subdivision Name: _____

Tract or Lot _____ Block (if applicable): _____ Size of lot or parcel: _____

***** **WATER SOURCE** *****

Water source: New (Proposed) ____ Existing ____

Description of the type of water source (well, spring, lake, municipal, etc.): _____

Maximum number of people to be served per day: # Employees ____ # Customers/Guests _____

Peak instantaneous demand:

| fixture type | Number of each fixture in the house |
|---------------------|--|
| toilet | |
| bathroom sink | |
| shower/tub | |
| kitchen sink | |
| dishwasher | |
| hose bib/hydrant | |
| | |

Number and description of dwelling units and structures that will be connected to the water source:

Description of any existing or proposed water treatment devices:

Will the water source be:

At least 100 feet from septic systems Yes ____ No ____ Unsure ____
Out of the floodplain Yes ____ No ____ Unsure ____
At least 100 feet from surface water Yes ____ No ____ Unsure ____



***** **WASTEWATER** *****

Wastewater System Information: New (Proposed) _____ Existing _____ (Permit# _____)

Description of the type of wastewater system (drainfield, sewer, etc.): _____

For each Tourist Home list: Number of bedrooms _____ Number of bedspaces _____

Surface Water: Describe the nearest surface water to the drainfield: _____
How close is it to the drainfield? _____

Existing Structures: Describe existing structures, wells and wastewater systems on the parcel: _____

REMINDER! BE SURE YOU'VE INCLUDED WITH THIS APPLICATION:

Existing Well Permit: Attach any current well permits for the property.

Well Log: Attach if there is an existing well. If a well log is not available for an existing well, provide a Groundwater Information Center (GWIC) record created for the source.

Well Tests: Attach lab analysis for coliform bacteria within the last 30 days and nitrate (“mg/L NO3 -N” or similar) within the last 12 months, if the source already exists

Water System: Attach intended or existing depth and grout placement method for a well. Attach a drawn plan view (from above) of the building and water system layout from the water source to pressure tank and plumbing, showing all parts of the connected plumbing system, even those not directly serving the establishment. Include the materials used in the water system.

Wastewater System: Attach any current septic permits for the property.

Floor Plans: Attach floor plans (no larger than 11” by 17”) for all structures to be served by the water and wastewater systems (even if they are not directly connected to the system.) Floor plans don’t have to be to scale and can be hand drawn. Label the rooms and **show all bedspaces.**

Site Plan: Attach a site plan (no larger than 11” by 17”) showing the locations (existing and proposed) of all features (existing and proposed) listed below. Site plans can, but don’t have to be prepared to scale by a professional engineer or architect. **No aerial photos.** If the site plan is not drawn to scale, include enough measurements to accurately depict where everything is on the property.

- * Property Lines
- * Buildings
- * Roads & Driveways
- * Wastewater Systems - all parts
- * Surface Water



- * Wells and Wastewater Systems within 100 feet of your property
- * Wastewater Mixing Zones for this property and adjacent properties
- * Floodplain & Floodprone Areas
- * Water Supplies – include water lines, tanks, plumbing system
- * Easements and No Build Zones

Certificate of Subdivision Approval: Attach COSA with lot layout if parcel has one. If you don't know how to find this, contact us, as we can help you!

Nearby Uses and Activities on the Land:

- Attach a detailed description of land uses and activities within a 100- foot radius of the groundwater source or intake, including but not limited to roadways, driveways, parking areas, utilities, culverts, stormwater collection or conveyance features, buildings, shed or other structures
- General land uses and activities within a 500-foot radius of the groundwater source or intake, identifying sewered residential, sewered commercial, unsewered residential, unsewered commercial, irrigated agricultural, grassland or forest

Certification: I certify that the information I have provided on this application is accurate and true and that the submitted site plan is an accurate representation of all required elements.

Applicant's Signature: _____ Date: _____