

REQUIREMENTS FOR A HOTEL/MOTEL LICENSE

- Complete and submit application and fee for hotel license to regulatory agency.
- Pre-operational inspection and approval is required before opening for business.
- Outside premises must be properly maintained at all times (no weeds, junk, litter, etc.)
- All outside receptacles and storage areas must be properly located, equipped, and maintained.
- All outer openings must be protected (screens) and all doors tight fitting (insect and rodent proof).
- All floors, walls, and ceilings shall be kept clean and in good repair.
- Comply with all building, electrical, and plumbing codes (air gaps, vacuum breakers, etc).
- Any infestation of insects or vermin shall be cleaned or chemically treated until problem is corrected.
- Proper ventilation in guestrooms must be provided.
- All furniture, drapes, and accessories shall be kept clean and in good repair.
- Provide clean under and top sheet, and pillow slips for each guest bed. The sheets shall be large enough to completely cover the mattress.
- All other bedding shall be kept clean.
- Each guest room shall have lavatory facilities with hot and cold running water. Lavatory fixtures must be easy to clean. Lavatory floors shall be nonabsorbent and impermeable so they can be cleaned with water.
- Lavatory rooms shall be well lighted and vented to the outside of the building.
- Clean towels shall be provided to each guest.
- Each guest shall have clean glasses to use.
- Except when using single service articles, glasses or utensils usable more than once must be sanitized by:
 - a. immersion for at least one-half minute in clean, hot water at a temperature of 170 degrees F
 - b. immersion for at least one minute in clean solution at least 50 parts per million of available chlorine and at a temperature of 75 degrees F
 - c. immersion for at least one minute in clean solution at least 12.5 per million of available iodine and a pH not higher than 5.0 and a temperature of 75 degrees F
 - d. immersion in a clean solution if any other chemical sanitizing agent that provides bactericidal effect containing at least 50 parts per million of available chlorine and at a temperature of 75 degrees F for one minute.
 - e. when using hot water for sanitizing, integral heating or fixture equipment shall be installed in, on, or under sanitizing compartment of sink maintaining water temperature of 170 degrees and
 - f. a numerically scaled, indicating thermometer available at sink for frequent checks of water temperature.
- Ice kept for guests to use shall be protected from contamination. Lids or storage bins on ice machines shall be tight fitting. Containers used to store ice shall be continuously drained and there shall be an air gap to the drain.
- Ice containers and utensils shall be designed so the surfaces are made of material that is safe for use as a food contact surface and so that the surface can be adequately cleaned.
- A list visible to the public posted near the office shall indicate room numbers, floor, and cost per day per person. The cost per day per person shall also be posted in each guest room.
- Each guest room shall have posted the route to take in the event of a fire, tornado, or other natural disaster.
- Proper posting of signs designating smoking or non-smoking areas.
- Proper storage and labeling of toxic items (cleaning, caustic items, insecticides, rodenticides, etc.)
- Provide proper storage area for cleaning maintenance equipment (mops, brooms, etc.)
- Provide storage facilities for clean and soiled linens, etc.
- Each time a licensed operation changes ownership, the facility must be brought into compliance with current laws and regulations.
- Rates shall not be increased until sixty days' notice of the proposed increase has been given to the regulatory authority.
- If implemented by management; the right to deny services, the right to require financial guarantee and the right to eject must be posted.
- All licensed facilities must comply with State/Local Fire and Building Code regulations. If you have any questions, please feel free to contact their office at 515-281-5821.
- If you have any other questions, please feel free to contact the Linn County Public Health Department at 892-6000.