

Lodging Establishment Construction Guide

Olmsted County Public Health Services
Environmental Health Division



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Division of Environmental Health

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Website: <http://www.co.olmsted.mn.us/ocphs/Pages/default.aspx>

If you require this document in another format contact 507-328-7500.

PURPOSE

The purposes of this guide are to:

- A. Provide information and assistance to owners, architects, equipment dealers, and contractors in designing lodging establishments that are safe and meet the construction requirements of the State of Minnesota and Olmsted County.
- B. Describe the plan review process.
- C. Save time and money, and prevent frustration.
- D. Remember where vent piping is to avoid putting screws through it.

If you have any comments or suggestions about our services, please call
Dawn Beck, Associate Director of Public Health Services at 507-328-7404 or
Michael Melius, Environmental Health Manager at 507-328-7453

DEFINITIONS

Minnesota Statutes, section 157.15 defines lodging establishment, boarding establishment and hotel or motel as:

Lodging establishment

"Lodging establishment" means: (1) a building, structure, enclosure, or any part thereof used as, maintained as, advertised as, or held out to be a place where sleeping accommodations are furnished to the public as regular roomers, for periods of one week or more, and having five or more beds to let to the public; or (2) a building, structure, or enclosure or any part thereof located within ten miles distance from a hospital or medical center and maintained as, advertised as, or held out to be a place where sleeping accommodations are furnished exclusively to patients, their families, and caregivers while the patient is receiving or waiting to receive health care treatments or procedures for periods of one week or more, and where no supportive services, as defined under section [157.17, subdivision 1](#), paragraph (a), or health supervision services, as defined under section [157.17, subdivision 1](#), paragraph (b), or home care services, as defined under section [144A.471, subdivisions 6](#) and 7, are provided.

Boarding establishment

"Boarding establishment" means a food and beverage service establishment where food or beverages, or both, are furnished to five or more regular boarders, whether with or without sleeping accommodations, for periods of one week or more.

Hotel or motel

"Hotel or motel" means a building, structure, enclosure, or any part thereof used as, maintained as, advertised as, or held out to be a place where sleeping accommodations are furnished to the public and furnishing accommodations for periods of less than one week.

[\(Minnesota Statutes, sections 157.15 and 157.16\)](#)

PLAN SUBMITTAL AND REVIEW

Plans must be submitted to OCPHS at least 30 days before beginning construction, extensive remodeling or conversion of an existing structure to a lodging establishment.

This is not a comprehensive list of all regulations and requirements. Additional requirements may be identified after review of the proposed facility layout, equipment, and site. The proposed construction or remodeling must conform to the Minnesota State Building, Plumbing, Mechanical, Fire and Electrical Codes. Obtain all necessary zoning, construction or trade permits and licenses for the proposal from the appropriate municipal/county/state departments.

Please see the Minnesota Lodging Code at <https://www.revisor.mn.gov/rules/?id=4625> for additional information.

Plan Review Process

The OCPHS plan review process follows these steps:

1. Pre-planning and consultation on construction, equipment, and materials.
 - A. Submitting and discussing preliminary construction plans with OCPHS is highly recommended.
 - B. Onsite assessment of existing facilities is highly recommended.
2. OCPHS plan review staff review plans in the order they are received. In order to provide timely and accurate review of your application, all required information listed in [Plan Submittal](#) must be received before OCPHS staff can complete your plan review.
3. OCPHS plan review staff call or email you when review starts, and to request any needed additional information.
 - A. If changes are proposed after plans have been reviewed, submit the revised plan or information in writing.
4. When review is complete, you will receive a letter reporting the findings of the review with requests for additional information and plan changes that need to be made for code compliance.
5. Wait to begin construction until after plans are approved.
 - A. Call OCPHS to schedule construction-in-progress inspections. Regular contact with OCPHS is encouraged throughout the planning and construction process.

Plans may take up to **30 days** to review. Incomplete plans may take longer.

Construction Inspections

(Typically scheduled with the owner/operator, or general contractor)

- Keep an approved set of plans at the construction site until final inspection by OCPHS and other departments.
- Consult OCPHS before making field changes that vary from the plans to avoid unnecessary costs and delays.
- Call OCPHS for additional inspections or consultations. Schedule inspections at least forty-eight (48) hours before the requested inspection time.

Projects that Require Plan Review

Following are examples of situations that require a plan review:

New construction: Buildings that are newly constructed or existing buildings that have never been licensed as a lodging establishment by OCPHS.

Extensive remodeling: Addition or change to the building, a major equipment addition, or changes to number of units and room use. Extensive remodeling does not include redecorating or cosmetic refurbishing.

Please contact OCPHS at 507-328-7500 if you have questions about whether a plan review is needed for your lodging establishment.

Plan Submittal

Submit plans with the completed application, all the required information and correct fee to:

<i>Mailing and Street Address</i>
Olmsted County Public Health Services Division of Environmental Health 2100 Campus Drive SE Suite 100 Rochester, MN 55904-4718 PHONE: 507-328-7500 FAX: 507-328-7501

Your plan review will not be completed until all information has been received. Make sure to include all of the following when you submit your completed plan review application and the required fees.

- A copy of the zoning approval or building permit from the local unit of government.
- A brief description of the proposed project (1-2 paragraph scope statement).
- One (1) complete easily readable layout to scale including site, building, floor, equipment layout, mechanical (HVAC), electrical, fire protection systems, and seating layout/capacity. Elevations of equipment placements are very helpful.
- Site plan showing location of buildings on site, garbage storage areas, etc.
- Room and area finish schedule of floor, base coving, wall and ceiling materials and colors.
- Manufacturer's equipment specifications sheets for all equipment, including sinks.
- Elevations and shop drawings for all custom equipment. Fabricators must be listed by an approved third-party testing agency; millwork fabricators do not need to be listed, but must construct cabinets using approved plastic laminates.
- Water heater size (with BTU or KW/h rating).
- Information on well (unique well number) and septic system (certificate of compliance) for private systems.

Electronic submission of site plans and equipment specification sheets is recommended.

If changes are proposed after plans have been reviewed, submit the additional plans or information to OCPHS.

A fee will be assessed for plan review, construction, and pre-opening inspections. A non-refundable deposit is due upon submittal of the plans. The deposit will be applied to the total fee at the completion of the plan review

Note: The plan review fee is in addition to the fees charged by other agencies, such as Rochester Building Safety.

In addition to the items listed above, other information may be requested during the plan review process. For further information and applications, please refer to the website below or contact OCPHS at 507-328-7500.

OCPHS Plan Review:

<https://www.co.olmsted.mn.us/OCPHS/programs/businesses/Pages/ConstructionorPlanReview.aspx>

ZONING, CONSTRUCTION OR TRADE PERMITS, AND LICENSES

Applicable zoning, construction or trade permits, and license are required from the appropriate Municipal / County / State departments.

Within the City of Rochester

If the proposed establishment **will be within** the City of Rochester, also present plans to:

Rochester Building Safety Department

2122 Campus Drive SE

Rochester, MN 55904

PHONE: 507-328-2600

Online at: <http://www.rochestermn.gov/departments/bldgsafety/permits/index.asp>

Plans to submit to Rochester Building Safety: Building, HVAC, Plumbing, Electrical, and Gas.

Please contact them directly for information on City requirements.

Outside the City of Rochester

If the proposed establishment is **outside** the City of Rochester* present plans to and consult with:

Rochester-Olmsted Consolidated Planning

2122 Campus Drive SE

Rochester, MN 55904

PHONE: 507-328-7100

Online at: <http://www.co.olmsted.mn.us/planning/Pages/default.aspx>

Please contact them directly for information on County requirements.

*Some townships and cities have separate plan review requirements for construction. Many of the townships and small cities within Olmsted County have adopted and are administering their own land use controls. In these townships, permits may be issued by either a township zoning administrator or by the Township Planning Cooperative Association (TPCA):

TCPA

Rochester Township Hall – Room 10

4111 11th Ave SW

Rochester, MN 55902

PHONE: 507-529-0774

FAX: 507-281-6821

Online at: <http://tcpamn.org/> (members tab)

*For individual municipalities other than the City of Rochester contact the applicable authority.

City of Byron

City Hall
680 Byron Main Ct. NE
Byron, MN 55920
Phone: 507-775-3400
Email: mpeterson@byronmn.com

City of Chatfield

City Hall
21 Second Street SE
Chatfield, MN 55923
Phone: 507-867-3810
Email: jyoung@ci.chatfield.mn.us

City of Dover

City Hall
106 N. Chatfield Street
Dover, MN 55929
Phone: 507-932-4314
Email: jwkhenry@gmail.com

City of Eyota

City Hall
38 South Front St. SW.
Eyota, MN 55934
Phone: 507-545-2135
Email: eyota@cityofeyota.com

City of Oronoco: 507-367-4405

City Hall
115 2nd Street NW
PO Box 195
Oronoco, MN 55960
Phone: 507-367-4405
Email: oronococity@gmail.com

City of Stewartville

City Hall
105 East 1st Street
Stewartville, MN 55976
Phone: 507-533-4745
Email: ljacobs@stewartvillemn.com

Minnesota Department of Labor and Industry (DLI)

All plumbing must be installed and maintained according to [Minnesota Rules, chapter 4715](#), Minnesota plumbing code.

For jurisdictions that do not have their own plumbing authority, present plans to:

Minnesota Department of Labor & Industry
Plumbing and Engineering Unit
443 Lafayette Road North
St. Paul, MN 55155

Within the City of Rochester

Present plans to Rochester Building Safety:

Rochester Building Safety
2122 Campus Drive SE
Rochester, MN 55904
PHONE: 507-328-2600

Online at: <http://www.rochestermn.gov/departments/bldgsafety/permits/index.asp>

Outside the City of Rochester

Present plans to either Rochester-Olmsted Consolidated Planning Department or Construction Management Services of Rochester:

Rochester-Olmsted Consolidated Planning

2122 Campus Drive SE

Rochester, MN 55904
PHONE: 507-328-7100

[Construction Management Services of Rochester](#)

1700 Broadway N, Suite 128
Rochester, MN 55906
PHONE: 507-282-8206

For further information and applications, refer to the website below or contact DLI at 651-284-5005 or 1-800-342-5354. DLI Local Code Lookup at workplace.doli.state.mn.us/jurisdiction/ includes directory information for:

- Building codes
- Electrical
- Plumbing

DLI's Checklists and Information Sheets at www.doli.state.mn.us/CCLD/checklists.asp include Plumbing handouts.

Minnesota State Fire Marshal Division

All fire protection plans must be installed and maintained according to [Minnesota Rules, chapter 7511](#), Minnesota fire code.

Fire protection plans must be evaluated by the [state fire marshal](#) or local equivalent. For more information contact the state fire marshal's office:

Minnesota State Fire Marshal
445 Minnesota St., Suite 145
St. Paul, MN 55101-5145
PHONE: 651-201-7200
FAX: 651-215-0525
TTYL: 651-282-6555

Licensing and Preoperational Inspection

During construction, remodeling or equipment installation, it is frequently necessary for OCPHS staff to make one or more site visits. Once plans are approved and construction is completed, follow these steps to get your establishment license:

1. Have your establishment inspected.

Contact OCPHS 14 days before the intended opening date to schedule a preopening assessment. The inspection will cover all aspects of your approved project, including:

- Equipment is present, correctly installed and operational.
- Floor, wall and ceiling finishes are installed as approved.
- Mechanical and plumbing installations are approved by the appropriate authority.
 - Final, pre-opening inspections are conducted by OCPHS staff only after inspections from all building code and fire safety agencies are satisfactory and have been documented.
- Food safety systems (with the Certified Food Manager or Person in Charge).
 - This can be conducted in conjunction with the final pre-opening facility inspection.

2. Apply for a license.

Contact OCPHS to request a license application. **The license fee is separate from the plan review fee.**

Submit the completed license application and fee to OCPHS after final pre-opening construction inspection and food safety systems review, and prior to opening to the public.

3. Post the license in the establishment.

OCPHS will issue a license after approval. Post the original license in the establishment at all times. The license is valid for one year and must be renewed annually.

Each item listed below is based on Minnesota Statute 157 and Minnesota Department of Health Lodging Rules, Chapter 4625, or other public policy as stated.

See the link at <https://www.revisor.mn.gov/rules/?id=4625>

BUILDING REQUIREMENTS: (MN RULES 4625.0400)

- ☐ The building is constructed to promote the health, comfort, safety, and well-being of guests. This includes the prevention of insect and vermin entry.

FLOORS, WALLS, AND CEILINGS: (MN RULES 4625.0500 and 4625.0600)

- ☐ Floors of all guest rooms, hallways, bathrooms, storerooms, and all other spaces used by guests are smooth and easily cleanable. Carpeting is not accepted for installation in bathrooms or kitchens. The floor finish for food and beverage vending machines and ice makers must also be smooth, easily cleanable and non-absorbent.
- ☐ Walls of all rooms, halls, and stairways are easily cleanable. Restroom and common kitchen walls are smooth and light in color for easy cleaning.
- ☐ Ceilings of all rooms, halls, and stairways are easily cleanable. Restroom and kitchen ceilings are smooth and light in color for easy cleaning.

SCREENS: (MN RULES 4625.0700)

- ☐ Screens are provided on openable windows and exterior doors used for ventilation to prevent insect and rodent entry.

LIGHTING AND VENTILATION: (MN RULES 4625.0800)

- ☐ Lighting in all rooms and areas used by guests, and in areas essential to the efficiency of the business operation meets state building codes. Foodservice areas must have lighting that complies with the Minnesota Food Code and provides shatter-resistant protective covers.
- ☐ Ventilation is adequate throughout the facility to remove excessive heat, odors, fumes, vapors, smoke, and condensation. During seasons when weather conditions require tempering of make-up air, adequate equipment is provided to temper the make-up air. Gas or oil-fired room heaters and water heaters are vented to the outside air.

SPACE REQUIREMENTS FOR SLEEPING ROOMS: (MN RULES 4625.0900)

- ☐ Each sleeping room to be occupied by one person contains a minimum of 70 square feet of usable floor space.
- ☐ Each sleeping room to be occupied by two or more people contains a minimum of 60 square feet of usable floor space per person.
- ☐ Each sleeping room provides a minimum of 400 cubic feet of air space per occupant.
- ☐ Beds are spaced at least three feet apart when placed side by side.
- ☐ No sleeping rooms are located in any basement that has more than half its clear floor to ceiling height below the average grade of the adjoining ground, unless approved by the State Fire Marshal.

TOILET REQUIREMENTS: (MN RULES 4625.1200)

- ☐ Adequate and conveniently located restroom facilities are provided for guests and employees.
- ☐ Toilets, lavatories, and bathtubs or showers are available in each guest room or on each floor of the facility.
- ☐ Toilet, lavatory, and bath facilities are provided in the ratio of: 1 toilet and 1 lavatory for each 10 occupants or fraction thereof; and 1 bathtub or shower for each 20 occupants or fraction thereof.
- ☐ Doors of all public and employee toilet rooms are self-closing. These devices are not required for toilet rooms within private guestrooms.
- ☐ Hot water temperature does not exceed 130 degrees F at the tap in any public area or guest room.
- ☐ Public and employee handsinks are supplied with hot and cold running water, soap, and either single-use towels or an air hand dryer.

HANDWASHING: (MN RULES 4625.1400)

- ☐ An employee handwashing sink with hot water, soap, nail brush, and paper towels or warm-air dryer is convenient to the food service and / or dishwashing area.

DISHWASHING: (MN RULES 4625.1500)

One of the following is provided to wash, rinse, and sanitize multi-use utensils, such as ice buckets and glassware, and the utensils and equipment used to prepare and serve meals:

- ☐ An NSF-listed dishwashing machine that uses hot water to sanitize utensils. It is equipped with an internal booster heater, or
- ☐ An NSF-listed dishwashing machine that uses a chemical sanitizer.
- ☐ An NSF-listed 3-compartment sink with two integral drainboards for air-drying utensils.

WASTE DISPOSAL: (MN RULES 4625.1600)

- ☐ All wastewater is routed to an approved public sewer system, or to an individual treatment system that meets the requirements of the Minnesota Pollution Control Agency.
- ☐ An area and containers that are both cleanable are provided for the disposal of solid waste.

JANITORIAL: (MN RULES 4625.1900)

- ☐ Separate storage for cleaning equipment and supplies is needed. A mopsink for disposal of waste liquids and maintenance of wet cleaning implements is advised.

FIRE PROTECTION: (MN RULES 4625.2000)

- ☐ Fire exits, hallways, exit lights, fire sprinklers, and fire extinguishers meet state fire codes.
- ☐ Sleeping rooms exit directly to the outside, or into a hallway that has a fire exit.

- ☐ Every sleeping room has a functioning smoke detector.

PLUMBING: (MN RULES 4625.2100)

- ☐ The plumbing system meets the requirements of the Minnesota Plumbing Code, Chapter 4715.
- ☐ The water supply system meets the requirements of the Minnesota Department of Health.

ICE MACHINES: (MN RULES 4625.2200)

- ☐ Ice machines located in public areas must be National Sanitation Foundation (NSF) approved automatic dispensing machines with closed bins.
- ☐ The flooring beneath ice machines is smooth and easily cleanable.

POOL: (MN POOL RULES 4717.0300)

Prior to the use of any new pool, whirlpool, or spa, provide OCPHS with a copy of the pool plan approval letter from the Minnesota Department of Health.

- ☐ Pool plans have been submitted to Minnesota Department of Health for review.
- ☐ A copy of the pool plans has been submitted to OCPHS for review. A separate license will be required.

MINNESOTA CLEAN INDOOR AIR ACT: (MCIAA, Chapters 144.411 to 144.417)
OLMSTED COUNTY SMOKE-FREE WORKPLACE ORDINANCE

- ☐ The facility meets the requirements of the MCIAA.
- ☐ The facility meets the requirements of the Olmsted County Smoke-free Workplace Ordinance

FOOD AND BEVERAGE VENDING MACHINES: (MN RULES 4626.0505)

- ☐ Locations of food and beverage vending machines are to be noted on plans.