



Horizon Environmental Health
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Private/Vacation Home Rentals – Requirements Overview

Following is a brief overview of some of the requirements for private/vacation home rentals. For all requirements, read any and all Ordinances relating to private/vacation home rentals and/or lodging in place in the jurisdiction your rental is located. Ordinances are in place in Douglas County (Land & Resource Management), the City of Alexandria, the City of Osakis, and in Pope County (Land & Resource Management) and are available at our website (<https://horizonpublichealth.org/program/private-vacation-home-rentals/>). Requirements will be discussed in detail at your on-site consultation/inspection.

Requirements to be met prior to property being licensed:

Following are some of the requirements that will be reviewed at the on-site consultation/inspection and must be met prior to the property being licensed.

- Minimum of 2 exits from bedrooms
- Bedroom window egress must meet requirements (window size/escapable/operational)
- GFCI receptacles located and operational
- Hot water temperature 130 degrees F or less
- Fire extinguishers available
- Smoke and carbon monoxide detectors in place and operational
- If the property has a private well, a water test must be performed for Total Coliform/E Coli and nitrate levels prior to licensing
- The property shall be served by either central sanitary sewer (ie, ALASD) or be connected to a compliant private/individual septic treatment system (ISTS).
- If you have a private septic system (ISTS):
 - you must have a current County/State compliance inspection (copy must be submitted with your license application) showing the system is in compliance with State & local requirements
 - you must also apply for an operating permit from your County Land & Resource Management office
 - check with your municipality for any additional requirements for the ISTS

Ordinance Requirements:

The following are some general ordinance requirements that must be met by all private/vacation home rental properties/owners:

- Must include license number in all advertisements or web-based reservation service pages.
- Guests must honor noise level standards (detailed info found in individual Ordinances)

- Guests must follow parking standards (detailed info found in individual Ordinances)
- Prior to occupancy, obtain from person renting the property:
 - full name, address, and vehicle plate information.
 - number of guests and dates of rentals.
 - require guests to formally acknowledge responsibility for compliance by all tenants and guests with the applicable laws, rules, and ordinances pertaining to private/vacation home rentals in your location.
 - maintain a copy of the above records for one year.
- Boundaries of property must be visually marked (signs, fence, vegetation, landscaping, or other methods as approved by the municipality your private/vacation home rental is located in).
- Emergency evacuation plan must be posted.
- Cannot use detached or temporary sleeping accommodations such as RVs, tents, fish houses, campers, or others to increase overnight guest capacity.
- Local contact must be available 24 hours a day seven days a week. Must be able to respond by phone within 60 minutes and in-person within 120 minutes of notification.
- Garbage, refuse, and recycling must be stored completely enclosed. Must provide sufficient number of containers for guest use.

Please read and become familiar with the ordinance in place in your municipality; ordinances are all available on our website <https://horizonpublichealth.org/program/private-vacation-home-rentals/>.

The following items must be posted within the rental unit in a prominent location so as to be easily seen and read by the guests:

- ☐ License issued by us (Horizon Environmental Health)
- ☐ Full name and phone number of owner or operator
- ☐ Full name and phone number of local contact or local management agent
- ☐ Local emergency contact information (police, fire, ambulance, septic maintainer)
- ☐ Fire/evacuation route
- ☐ Aerial image of the property clearly showing property boundaries, parking areas, shore recreational facilities, garbage receptacles, septic treatment system
- ☐ The maximum number of overnight guests and the total guest capacity of the property
- ☐ The maximum number of parking spaces
- ☐ Any applicable County, City or Township ordinances governing noise, parking, pets, or lakes
- ☐ If located in Douglas County, a copy of the Douglas County "Good Neighbor Brochure"