



Horizon Environmental Health Serving Douglas & Pope Counties

809 Elm Street, Suite 1200
Alexandria MN 56308

horizonpublichealth.org

Brandon Klein, Registered Sanitarian

320.762.2986 Office 320.808.7759 Cell
brandonk@horizonph.org

Doug Breitkreutz, Registered Sanitarian

320.763.4437 Office 320.808.4289 Cell
doughb@horizonph.org

Private/Vacation Home Rental Licensing Checklist

Your first step is to contact one of our inspectors (contact information listed above) as we need to conduct an on-site consultation/inspection PRIOR to issuing you a license. During this consultation/inspection we will discuss the details and steps required to license your home as a private/vacation home rental.

Please wait to submit a license application & payment until the on-site consultation/inspection has been conducted as details (such as number of bedrooms, septic system info, etc.) need to be verified and approved.

When you have completed all requirements necessary to be licensed and have reached the step of submitting your license application and payment, the following items are required to be submitted along with your license application and payment:

- ☐ Aerial image of property with the following features marked (see sample aerial map):
 - Property boundaries
 - Parking areas (vehicles and trailers)
 - Shore recreational facilities
 - Garbage service
 - Septic system (if private)

If your property is in Douglas County, you can search for your property and print an aerial map by accessing this location (Douglas County Parcel Listing):

https://mntax.cpuimei.com/tax/disclaimer_value.asp?cid=21

If your property is in Pope County, you can search for your property and print an aerial map by accessing this location (Pope County Tax Parcel Viewer):

<https://popecounty.maps.arcgis.com/apps/webappviewer/index.html?id=ef4307f5a2e34aa89714584b4d181b49>

- ☐ If you have a private/individual septic treatment system, a copy of a current County/State compliance inspection showing your system is in compliance.

Continued on next page

□ If you have a private well, results of a water test (must test for Total Coliform/E. Coli and Nitrates). Area accredited water testing labs include: Steven M. Traut Wells Inc., 754 Cross Country Ln NW, Alexandria, 320-762-1528; RMB Environmental Laboratories Inc, 22796 County Highway 6, Detroit Lakes, 218-846-1465 – RMB has local pick-up/drop-off locations.

When you receive your license from us, it must be posted along with the following items within the rental unit in a prominent/easily seen location and read by the guests:

- 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 (if private 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”

Your license number must be included in all advertisements or web-based reservation service pages.

See our website <https://horizonpublichealth.org/program/private-vacation-home-rentals/> for links to property aerial maps, ordinances, and more.