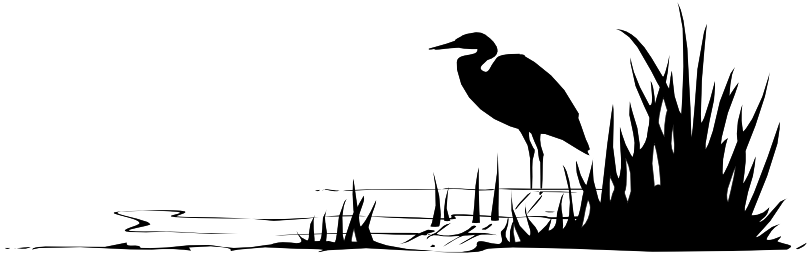
AITKIN COUNTY ENVIRONMENTAL SERVICES
209 Second Street NW Room 100
Aitkin, MN 56431
TELEPHONE: (218) 927-7342
FAX: (218) 927-4372



AITKIN COUNTY LODGING ESTABLISHMENT
PLAN REVIEW APPLICATION

New Owner_____ New Establishment_____ Addition_____ Remodel_____

Months of operation _____

Number of units _____ Total occupancy _____

Owner Information

Name _____

Address _____

_____

Telephone number(s) _____

Email address _____

Establishment Information

Name _____

Address _____

_____

Telephone number(s)_____

Projected start date _____

Projected completion date_____

Contractor information if applicable _____

_____

Complete Table Below:

Unit number or name EX. Cabin 1 or Deer Cottage	Number of bedrooms	Total occupancy

I have submitted plans and/or applications to the following authorities on these dates:

Aitkin County Planning and Zoning:

_____Conditional Use Permit or Interim Use Permit
_____Building Permit
_____Septic System

New construction or new plumbing - send plans to: Minnesota Department of Labor and Industry (MN DLI)

Plumbing and Engineering Unit
443 Lafayette Road North
St. Paul, MN 55155-4343

Telephone Number 651.284.5067

New construction or new plumbing - date plumbing plans sent to MN DLI: _____

Name and contact information for licensed plumber contracted for this project:

_____

The following must be submitted prior to construction:

1. This **completed** application, signed and dated.
2. A site plan, drawn to scale showing location of all lodging units. Include existing and proposed buildings, well(s) and sewage treatment system(s) if applicable.
3. A floor plan drawn to scale which includes the following: dimensions of all rooms, location of all smoke detectors, fire extinguishers and carbon monoxide detectors. The size and style of egress windows provided in all rooms used for sleeping must be included. The occupancy of each sleeping room must be specified.
4. Plan review fee of $165 included with completed application.

Bathrooms

Bathroom Finish Schedule. What materials will be used to finish bathroom surfaces?

	Floor	Coving	Walls	Ceiling
Bathroom 1				
Bathroom 2				
Bathroom 3				

Where will water heater(s) be located? _____

1. What distance to the floor will the hot water relief valve discharge piping be installed? The code requires a full size discharge pipe that terminates not more than 18 inches above the floor surface. _____

3. What type of ventilation will be provided in each bathroom?

_____

Bedrooms

1. Will any sleeping rooms be located in a basement? Yes/No

   No sleeping quarters shall be provided in any basement having more than half its clear floor to ceiling height below the average grade of the adjoining ground.

2. Will any sleeping rooms be located in a loft area? Yes/No
   Note there may be additional fire code requirements for loft sleeping areas.

3. Will egress windows or doors be provided in each room used for sleeping? Yes/No

   On floor plan include dimensions and style of egress windows.

4. If egress windows or doors will not be provided, list alternate means of egress escape.

   _____

5. How many square feet of usable floor space will be provided in each sleeping room? Include dimensions of all sleeping rooms on floor plan. Every room occupied for sleeping purposes by one person shall contain at least 70 square feet of usable floor space, and every room occupied for sleeping purposes by more than one person shall contain not less than 60 square feet of usable floor space for each occupant thereof.

Windows

1. Will all windows that open be provided with screens? Yes/No

Food Service

1. Will there be food service at this establishment? Yes/No
2. If yes, request a food service application from this department.

Ice

1. Will ice be available on premises? Yes/No
2. Will ice be made on premises or commercially purchased? _____
3. Manufacturers' specification sheets for ice machine, ice bin and/or storage freezer must be submitted with this application.
4. Where will ice machine, ice bin or freezer be located? _____
5. How and where will ice scoop be stored? _____
6. How will ice machine/ice bin condensate line be protected from back-siphonage?

   _____

Water Supply

1. Will water supply be public or well water? _____Public _____Well
2. If well water, how many wells service establishment? _____
   Indicate location of all wells on site plan.
3. Has well water been tested in the last twelve months? Yes/No
   Attach copy of well water test results for coliform bacteria and nitrates.

Garbage Disposal

1. Will garbage service be provided on a weekly basis? Yes/No

2. Who will provide garbage service?

_____

Sewage Disposal

1. Will establishment be connected to a municipal sewer system or a septic sewage treatment system? _____

2. How many individual septic sewage treatment systems will be used for establishment? _____

3. If expanding an existing lodging facility, has a compliance inspection been completed on existing septic system(s)? Yes/No

4. If a new septic system is being installed, has the site evaluation and design been completed for the new system? Yes/No
   Who will be installing the system? _____

Swimming Pool

1. Will there be a swimming pool, hot tub or spa on premises? Yes/No

2. If yes, request an application for a pool/hot tub/spa from this department. Plan review will be completed by the Minnesota Department of Health.

Toxic Storage

1. Where will designated storage area for cleaning supplies and chemicals be located?

   _____

Laundry

1. Will linens be laundered on site? Yes/No
   If so, indicate location of laundry room on floor plan.

2. Where will clean linen be stored? _____

3. Where will dirty linen be stored? _____

4. If on a private well, what type of backflow prevention devices will be provided on washing machines? _____

5. Where will mop sink be located? _____

6. What form of backflow prevention device will be provided on mop sink?

_____

Fire Safety

1. Has local fire marshal been contacted to determine fire safety requirements? Yes/ No

2. Is a copy of fire marshal's report attached if required? Yes/No
   A fire marshal inspection is required for buildings with 6 or more sleeping rooms.

3. Will smoke detectors be provided in each sleeping room? Yes/No

4. Will CO2 detectors be installed within 10 feet of each sleeping room? Yes/No
   CO2 detectors are required in residential occupancies
   (ex. vacation rental homes)

Aitkin County does not enforce the Americans with Disabilities Act, it is your responsibility to ensure that new construction meets current code.

There is a pre-inspection fee of $165. Checks should be made out to Aitkin County Environmental Services.

I certify that the above information is correct and I fully understand that any deviation from the above without prior approval from Aitkin County Environmental Services may nullify final approval.

The structures on premises must comply with those portions of the State Building, Plumbing, Electrical and Fire Codes that apply to this construction.

_____
Owner's Name (Please print)

_____ _____
Owner's Signature Date

_____ _____
Applicant Signature (if different than Owner) Date

MN Tax ID _____

Federal Tax ID _____

Workers Compensation Policy Number and Insurance Company if applicable

_____

Approval of these plans and specifications by this department does not indicate compliance with any other code, law or regulation that may be required. It does not constitute acceptance of the completed establishment. An inspection is required before a license to operate will be issued.

Do Not Write Below This Line (For Office Use Only)

++

Date Received _____ Date Reviewed _____

Approved? Yes / No Additional Information Needed? Yes / No

Date of Follow-up Correspondence: _____

Date of On-Site inspections: _____

Office comments: