Private/Vacation Home Rental Licensing Checklist

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

The following items are required to be submitted with your license application:

- 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 you have a private septic system, you must submit a copy of a current County/State compliance inspection, and you must obtain an operating permit from Douglas County Land & Resource Management prior to licensing.

- If you have a private well, results of a water test (must test for Total Coliform/E. Coli and Nitrates). A water test must be done each year you rent out your home. Area accredited water testing labs include: Steven M. Traut Wells Inc., 754 Cross Country Ln NW, Alexandria, 320-762-1528; Stearns DHIA Central Laboratory, 825 12th Street South, Sauk Centre, 320-352-2028; RMB Environmental Laboratories Inc, 22796 County Highway 6, Detroit Lakes, 218-846-1465.

The following items must be posted within the rental unit in a prominent/easily seen location 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 (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 or Township ordinances governing noise, parking, pets, or lakes
- A copy of the Douglas County “Good Neighbor Brochure”

See our website (www.horizonpublichealth.org) for links to property aerial maps, ordinance, and others.

Contact Doug or Brandon (contact information listed above) for questions/license information.