



## **Horizon Environmental Health**

**Serving Douglas & Pope Counties**

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Alexandria MN 56308

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[horizonpublichealth.org](http://horizonpublichealth.org)

**Doug Breitzkreutz, Registered Sanitarian**

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**Brandon Klein, Registered Sanitarian**

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## **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 12<sup>th</sup> 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](http://www.horizonpublichealth.org)) for links to property aerial maps, ordinance, and others.

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