

LODGING REQUIREMENTS CHECKLIST

TYPE OF LODGING

- Bed & Breakfast:** Does your establishment have 1-5 sleeping rooms, and do you live on or adjacent to the property housing guests? Then register as a Bed & Breakfast.
- Specialty Resort:** Does your establishment have 1-5 sleeping rooms and you **DO NOT** live on or adjacent to the property (or if you live on or adjacent to the property and have 6-10 sleeping rooms)? Then license as a Specialty Resort.
- Hotel:** Does your establishment have 11 or more rooms? Then license as a hotel.
- Vacation Home:** Do you rent or lease your establishment in its entirety to the public on a daily or weekly basis for more than fourteen days a year? Then license as a Vacation Home.

KITCHEN REQUIREMENTS IF MEALS ARE PROVIDED

- Do you qualify as a Bed & Breakfast?** If so, meals can be provided in a domestic kitchen.
- Do you qualify as a Specialty Resort?** If so, you must have a separate hand-washing sink and a separate three-compartment sink or sanitizing dishwasher (one that reaches a minimum of 150° F during the sanitizing cycle). Meals can only be served to overnight guests unless a separate Food Service License is secured.
- Do you qualify as a hotel?** If so, you may only have a Continental Breakfast unless a separate Food Service License is secured.
- Do you qualify as a Vacation Home?** If so, a kitchen may be provided.

BED & BREAKFAST FIRE SAFETY REQUIREMENTS

- The establishment requires a smoke detector in each sleeping room, with a minimum of at least one smoke detector per floor.

SPECIALTY RESORT FIRE SAFETY REQUIREMENTS

Does your establishment have **fewer than 10 occupants**? If so, then you must meet these minimum fire safety requirements.

- Does your establishment have **illuminated** exit signs posted above **all** primary exits that lead to the exterior?
- Does your establishment have smoke detectors in all sleeping rooms?
- Does your establishment have proper egress windows in all sleeping rooms? Proper egress windows must be operable from the inside without the use of separate tools. The egress window must have a minimum opening of 5.7 ft². Each side of the window must have a minimum of 24 inches high and 20 inches wide but together equaling a minimum of 5.7 ft². The window's bottom edge must be no more than 48 inches above the floor.
- Does your establishment have a portable fire extinguisher with a 2-A minimum fire rating on each floor? This extinguisher will need to be inspected and tagged annually.

Does your establishment have 10 or more occupants? If so, then you must meet these minimum fire safety requirements.

- Does each floor where 10 or more occupants are sleeping have access to at least 2 remote exits?
- Does your establishment have **illuminated** exit signs posted above **all** primary exits that lead to the exterior?
- Does your establishment have smoke detectors in all sleeping rooms?
- Does your establishment have proper egress windows in all sleeping rooms? Proper egress windows must be operable from the inside without the use of separate tools. The egress window must have a minimum opening of 5.7 ft². Each side of the window must have a minimum of 24 inches high and 20 inches wide but together equaling a minimum of 5.7 ft². The window's bottom edge must be no more than 48 inches above the floor.
- Does your establishment have a portable fire extinguisher with a 2-A minimum fire rating on each floor? This extinguisher will need to be inspected and tagged annually.

VACATOIN HOME FIRE SAFETY REQUIREMENT

- Each floor where ten or more occupants are sleeping shall have access to at least two remote exits.
- Any primary exit that leads to the exterior or the structure shall be capable of unlocking from the interior with single action hardware, and free from obstruction. Any sleeping room with a direct exit to the exterior of the building is exempt from this requirement.
- There should be a smoke detector in each sleeping room. The owner or manager shall test any battery-operated smoke detector at least twice a year.
- Any sleeping room shall be equipped with an operable egress window. Any sleeping room with a direct exit to the exterior of the building is exempt from this requirement.
- A portable fire extinguisher with a minimum 2-A rating shall be made available on each floor and shall be inspected and tagged annually.

NOTE: Before a valid lodging license is issued all other applicable Environmental Health standards must be met in accordance with ARSD 44:02:02:02 or 05 or 06 or 08