



Health and Human Services

213 S.E. 1st Avenue

Little Falls, Minnesota 56345-3196

General Info: 320-632-7800

VACATION HOME RENTAL PLAN REVIEW/LICENSING APPLICATION

- ☐ INITIAL YEAR APPLICATION FOR VACATION HOME RENTAL (VHR) ESTABLISHMENT
- ☐ OR;CHANGE OF OWNERSHIP FOR EXISTING VHR ESTABLISHMENT (PREVIOUSLY LICENSED)

VHR ESTABLISHMENT INFORMATION			Date
VHR Establishment Name:			
Establishment Address:			
City:	State:	ZIP:	
County:	Business Phone:		
Service Connections (<i>check all that apply</i>):		*Each legal dwelling needs to be licensed individually	
<input type="checkbox"/> Private Water	<input type="checkbox"/> Municipal Water		
<input type="checkbox"/> Private Sewer	<input type="checkbox"/> Municipal Sewer		
PARCEL #:			
WEBSITE (URL) FOR VHR LISTING:			
IS YOUR ESTABLISHMENT SEASONAL? ____ Yes ____ No If Seasonal, Months of Operation ____ thru ____			
SUBMITTER INFORMATION (OR PROPERTY MANAGEMENT)			
Submitter Name:			
Mailing Address:			
City:	State:	ZIP:	
Contact Phone:	Cell Phone:		
Submitter Email:			
OWNER INFORMATION (If different from submitter)			
Owner Name:			
Mailing Address:			
City:	State:	ZIP:	
Contact Phone:	Cell Phone:		
Owner Email:			
MN Tax ID (if available):		Fed Tax ID (if available):	
Vacation Home Rental (VHR) Fee Schedule			
Vacation Home Rental- any home, cabin, condominium or similar building that is advertised or held out to the public as a place where sleeping accommodations are furnished to the public on a nightly or weekly basis and is not a bed and breakfast, resort, hotel or motel.			
For internal office use only:			
Amount \$ _____ Check # _____ Cash			
Received by: _____			
Reviewed by: _____ Yes ____ No ____			

NEW ESTABLISHMENTS: (New VHR's Only)

License & Application

Total Initial Year Fee: \$ 500.00**OWNERSHIP CHANGE:** (Previously Licensed VHR Only) Previous License Number: _____

Annual Licensing Fee: \$185

Capacity/2 Fee: \$12 per Unit **Total \$** _____**NOTE:** License Certificates are not transferable to person or place.***** License application will not be reviewed until payment and application have been received.*******No refund will be permitted once payments are submitted****Please make checks payable to: Morrison County HHS****Mail or deliver the payment and paperwork Morrison County using:**

Morrison County HHS
Attn: Environmental Health
213 SE 1st Ave
Little Falls, MN 56345

For Office Use Only:

Inspector Initials: _____

Check #: _____

Plan #: _____

Water Test: _____

Septic Compliance: _____

Site Visit _____

NEW ESTABLISHMENTS: After your completed application and supporting documents have been received/reviewed, an onsite visit is performed. Upon approval, you will receive a LICENSE CERTIFICATE from this department.**OWNERSHIP CHANGE:** Submit this license application and fee to receive your establishment license.**DESCRIPTION OF PROJECT/PROPERTY**

Provide information on how the property will be managed and maintained.

Bedroom Information for Lodging Facility

Room	Dimensions	#of Beds	Size of Beds	# persons allowed
Ex. Bedroom#2	12 X 12	1	king	2

DOCUMENTS REQUIRED FOR APPLYING

Standard Requirements for Licensing:

*Max occupancy is calculated by bedroom sizing per MN Rule 4625.0900 or permitted septic sizing/design flow, whichever is more restrictive.

- ☐ Sq Ft per bedroom (70 sq ft-1-person room, 60 sq ft/person-more than 1 person room)
- ☐ Bed spacing of 3 feet apart
- ☐ Linens & linen storage in clean, dry location (Laundry)
- ☐ Welcome Book with Fire/Evacuation route plan/Severe Weather Plan/Property Rules/Emergency Contacts, Property Boundaries
- ☐ Cleaning & Management Plan
- ☐ Structural/Mechanical good repair
- ☐ Trash pickup plan/ no accumulation of rubbish or brush on grounds
- ☐ Smoke and Carbon Monoxide Detectors
- ☐ Fire Extinguisher easily accessible in kitchen area (ABC Classification)
- ☐ Window size/egress/escapable/operational- (20" w X 20" h opening area, Max 48" from sill to floor)
- ☐ Minimum of 2 exits from bedrooms
- ☐ GFCI receptacles located where required and operational.
- ☐ Proof of Insurance
- ☐ Spa/Pool (able to lock out or verify compliance with MN Rule 4717 as a commercial pool)
- ☐ Compliance Inspection report form for existing Septic System conducted in last 3 years indicating system compliant in accordance with MN Rule 7080.1500.
- ☐ Drinking water test results (Total Coliform/*E. coli* and nitrate results are required for private wells)
- ☐ Hot water temperature not to exceed 130 Degrees F.
- ☐ Clearly designated 911 fire code from street
- ☐ Morrison County Land Use Form

WHO SHOULD THE LICENSE BE SENT TO (check one)

☐ Submitter

☐ Owner

Signature: _____

Date: _____

VARIANCE REQUEST

You may apply for a variance (exception) from some parts of Minnesota Rule 4625. Variance request forms are available from the Morrison County Health and Human Services.

ADDRESS FOR MAILING

Morrison County HHS
Attn: Environmental Health
213 SE 1st Ave
Little Falls, MN 56345
Morrison County: 320-632-7800

Contacts:

Michelle Warnberg 320/632-0343
michellew@co.morrison.mn.us

Carmen Backowski 320/632-0363
carmenb@co.morrison.mn.us



**VACATION RENTAL
ZONING AND SEPTIC SYSTEM INFORMATION**

Please complete the information on Page 1 and deliver this form to the Morrison County Land Services Department. Once completed, include this form with your Vacation Rental License application.

Contact Name:		Phone:	
Mailing Address:	City:	State:	Zip:
Rental Property Address:		City:	

Overnight Accommodation location(s): ☐ House/Cabin ☐ Bunk/Guest/Boat House ☐ Shed/Garage

Please provide a sketch of the property below. Include roads, water bodies, septic system location, and the use of each building on the site.



I certify the above information is accurate and correct to the best of my knowledge. I authorize the Morrison County Land Services Department to conduct an on-site visit of my property, if needed, to complete the information associated with my application for a Vacation Rental License.

Signature: _____

Date: _____

Rental Property PID: _____

Sanitary Sewer Information:

☐ City Sewer ☐ Onsite Septic System

If Onsite Septic System, complete the following:

Septic Type: ☐ Drainfield ☐ Holding Tank ☐ Privy

Septic Sizing: Number of Bedrooms _____ Number of people/occupancy _____

Current Septic Inspection on File? ☐ Yes ☐ Compliant ☐ Non-Compliant
☐ No

Septic Notes/Comments: _____

Property/Zoning Information:

Principle dwelling legally established: ☐ Yes ☐ No Other living quarters legally established: ☐ N/A ☐ Yes ☐ No

Zoning violations on the property: ☐ Yes ☐ No

Property Notes/Comments: _____

Completed by: _____

Date: _____

Table of Accredited Labs in Minnesota Accepting Drinking Water Samples from Private Well Users

Map Number	Accredited Laboratory	County	Address	Telephone Number	Total Coliform Bacteria	Nitrate as N	Arsenic	Lead	Manganese
1	Fillmore SWCD Water Quality Laboratory	Fillmore	900 Washington Street NW Preston, MN 55965	507-765-3878	X				
2 ★	Southeastern Minnesota Water Analysis Laboratory	Olmsted	2100 Campus Drive SE, Suite 100 Rochester, MN 55904	507-328-7495	X	X	X*	X*	X*
3 ★	UC Laboratory	Waseca	129 North Main Street Janesville, MN 56048	507-234-5835	X	X	X*	X*	X
4	Worthington Public Utilities Laboratory	Nobles	1950 27th Street N Worthington, MN 56187	507-372-8660	X				
5	Southwest Health and Human Services	Lyon	607 West Main Street, Suite 200 Marshall, MN 56258	507-537-6713	X	X			
6	Minnesota Valley Testing Laboratories, Inc.	Brown	1126 North Front Street New Ulm, MN 56073	507-354-8517	X	X	X	X	X
7	Red Wing City Laboratory	Goodhue	1020 East Fifth Street Red Wing, MN 55066	651-385-5143	X				
8 ★	RMB Environmental Laboratories, Inc. - Bloomington	Hennepin	2200 West 94th Street Bloomington, MN 55431	952-456-8470	X	X	X*	X*	X*
9 ★	Tri-City/William Lloyd Analytical Lab	Hennepin	9300 Poplar Bridge Road Bloomington, MN 55437	952-563-4904	X	X	X		X
10	Twin City Water Clinic, Inc.	Hennepin	617 13th Avenue S Hopkins, MN 55343	952-935-3556	X	X	X	X	X*
11	Engel Water Testing, Inc.	Hennepin	9300 County Road 15 Minnetrista, MN 55359	952-955-1800	X	X*	X*	X*	
12	Pace Analytical Services, LLC - Minneapolis	Hennepin	1700 Elm Street SE, Suite 200 Minneapolis, MN 55414	612-607-1700	X	X	X	X	X
13	EMSL Analytical, Inc.	Hennepin	3410 Winnetka Avenue N New Hope, MN 55427	763-449-4922		X	X	X	X
14	Instrumental Research, Inc.	Anoka	7800 Main Street NE Fridley, MN 55432	763-571-3698	X	X	X*	X*	
15	Alliance Analytical Services	Anoka	4500 Ball Road NE Circle Pines, MN 55014	763-786-6020	X	X	X	X	X

Map Number	Accredited Laboratory	County	Address	Telephone Number	Total Coliform Bacteria	Nitrate as N	Arsenic	Lead	Manganese
16	Techtron Engineering, Inc.	Anoka	2040 North Ferry Street Anoka, MN 55303	763-712-9502	X	X	X*	X*	
17	Water Laboratories, Inc.	Sherburne	333 Main Street NW Elk River, MN 55330	763-441-7509	X	X	X	X	
18	Traut Water Analysis Lab	Stearns	32640 County Road 133 St. Joseph, MN 56374	320-251-5090	X	X	X*	X*	
19 ★	Steven M. Traut Wells, Inc.	Douglas	754 Cross Country Lane SW Alexandria, MN 56308	320-762-1528	X	X	X*	X*	
20 ★	A.W. Research Laboratories, Inc.	Crow Wing	314 Charles Street, Brainerd, MN 56401	218-829-7974	X	X	X	X	
21	Central Water Testing Laboratory	Crow Wing	18511 State Highway 371 Brainerd, MN 56401	218-828-2118	X	X	X*	X*	X*
22 ★	RMB Environmental Laboratories, Inc. – Detroit Lakes	Becker	22796 County Highway 6 Detroit Lakes, MN 56501	218-846-1465	X	X	X	X	X
23	Pace Analytical Services, LLC - Duluth	St. Louis	4730 Oneota Street Duluth, MN 55807	218-727-6380	X	X	X*	X*	X*
24 ★	RMB Environmental Laboratories, Inc. - Hibbing	St. Louis	1111 Seventh Avenue E Hibbing, MN 55746	218-440-2043	X	X	X*	X*	X*
25	Pace Analytical Services, LLC - Virginia	St. Louis	315 Chestnut Street, Virginia, MN 55792	218-727-6380	X	X*	X*	X*	X*
26	AC Analytical & Consulting, LLC	Beltrami	21518 Basset Drive NW Puposky, MN 56667	218-243-3328	X	X	X*	X*	
27	Koochiching Health Department Water Testing	Koochiching	1000 Fifth Street International Falls, MN 56649	218-283-7070	X				

★ Certified labs that offer a courier service network or other drop off locations, contact labs for more information on sites.

* Sample is subcontracted to a laboratory accredited for the analyte.

These laboratories held valid accreditation at the time this map was created. This information is provided for informational purposes only and should not be construed as an endorsement of a particular laboratory. Other laboratories may hold accreditation for the identified tests and may not appear here due to pending applications or other exclusions not entered into the original query. If you have questions about the accreditation status of a particular laboratory, please contact MNELAP 651-201-5324 or health.mnelap@state.mn.us or contact the laboratory directly to ensure they are analyzing and reporting the selected field of testing.