



West Central Health District Environmental Health

Application Requirements for a Tourist Accommodation Permit

You are applying for a Tourist Accommodation Permit. Incomplete information may delay the plan review, plan approval, initial inspection, and/or permit issuance. Plans and specifications for remodeling tourist accommodations and construction of new tourist accommodations must be submitted for review and approval 14 days prior to beginning construction. If you have any questions, please contact the local Health Department. Application for a permit to operate a tourist accommodation shall be submitted at least 10 days before the scheduled opening.

The following items are due at time of application submittal:
1. _____ Notarized Verification of Residency form (see attached)
2. _____ Application and Plan Review Fee (see local Health Department)
3. _____ Completed Application and Plan Review Checklist packet (see attached)
The following items are due <u>PRIOR</u> to Initial Inspection:
1. _____ Submit a signed certificate of occupancy or evidence of approval from Building Inspections & Code Department – The applicant of the Tourist Accommodation permit and the applicant of the Certificate of Occupancy/Approval from Building Inspections & Code Dept. must be the same (must be in new applicant/ownership's name).
2. _____ Approval documentation (e.g. inspection, letter, etc) from the Fire Marshall or other Fire Authority.
3. _____ Approval documentation for Back Flow Prevention from local Water Works or other local governing authority.

A Tourist Accommodation Annual Inspection fee is due to the local Health Department **upon Plan Review approval, but prior to the Initial Inspection**. Please contact your local Health Department for the amount of the Annual Inspection fee.

A Food Service Permit must be obtained prior to operating any Food Service establishment. If swimming pools or spas are planned, properly prepared plans and specifications must be submitted to the local Health Department for review, approval, and issuance of a construction permit as per applicable rules and regulations governing public swimming pools.

To assist you with your Plan Review package and other Tourist Accommodation questions, you may contact your local Health Department and refer to GA DPH Tourist Accommodation Rules and Regulations at:

<https://dph.georgia.gov/hotels-motels-and-campgrounds>

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