



**Portsmouth Health Department**  
**Division of Environmental Health**  
 1701 High St  
 Portsmouth, VA 23704  
 (757) 393-8585, Ext 8585 Fax (757) 3939-8027

Office Records
Date Received: _____
\$40 Plan Review: _____

## HOTEL, MOTEL, BED & BREAKFAST PLAN REVIEW APPLICATION

**\*\* Please fill out application entirely. \*\***

Application Fee \$40; Make checks payable to **Portsmouth Health Department**.

**Purpose:**  New Establishment  Renovation  Name Change  Owner/Corporation Change

**Type of Application:**  Hotel  Motel  Bed & Breakfast

**Name of Establishment:** \_\_\_\_\_

Facility Address: \_\_\_\_\_ Suite # \_\_\_\_\_

Facility Phone: \_\_\_\_\_ Email address: \_\_\_\_\_

Billing Address: \_\_\_\_\_

**Name of Owner:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

**Contact Person & Title** (architect, manager, builder, etc.): \_\_\_\_\_

Mailing address: \_\_\_\_\_

Telephone: \_\_\_\_\_

**Please provide the following documents:**

- Manufacturer specification sheets for each piece of equipment as shown on the plan.
- Site plan showing location of business in building; location of building on site including alleys, streets; and location of any outside equipment (dumpsters, waste grease containers, well, septic system - if applicable).
- Architectural plans drawn to scale showing location of equipment, plumbing, electrical services (including lighting), mechanical ventilation and room finishes.

**Projected Date for Completion of Project:** \_\_\_\_\_

**Number of Rooms:** \_\_\_\_\_ **Number of Floors:** \_\_\_\_\_

**POSTING OF RATES AND CODE**

All operators shall post conspicuously in each lodging unit occupied by transient guests the rates for the room together with §§ [8.01-42.2](#), [35.1-27](#) and [35.1-28](#) and the Code of Virginia in which are prescribed the duties, liability of guests for hotel damage and limitation of liability of guess for hotel damage from innkeepers

**FACILITY REVIEW (circle or enter your answer where applicable)**

1. Will the floors of all lodging units, hallways, storerooms and all other spaces used or traversed by guests be of such construction as to be easily cleanable? YES/NO
2. Will the walls and ceilings of all lodging units, hallways, bathrooms, storerooms and all other spaces used or traversed by guests be of such construction as to be smooth and easily cleanable? YES/NO
3. Are mattress covers or pads used for the protection of mattresses? YES/NO
4. Are all sheets, pillowcases, towels, washcloths and bathmats freshly laundered and sanitized between occupants and changed at least once every 7 days if used by the same occupant? YES/NO
5. Where will all clean bedding and linen be stored? \_\_\_\_\_
6. Where will all soiled bedding and linen be stored? \_\_\_\_\_
7. Will containers for transporting or storing bedding and linen be impervious and kept smooth and easily cleanable? YES/NO

8. Will bed arrangements for lodging units be provided with not less than twenty-four (24) inches of clear space between each bed, cot, or bunk? YES/NO

**WATER SUPPLY**

1. Is the facility's water supply public or private? \_\_\_\_\_  
 a. If private, has the source been approved? Attach a copy of written approval and/or permit. YES/NO  
 Provide schedule for cleaning & maintenance

**SEWAGE DISPOSAL**

1. Is the building connected to city sewer? \_\_\_\_\_  
 If no is the private disposal system approved? Attach a copy of written approval and/or permit YES/NO

**TOILET, LAVATORY, AND BATH FACILITIES**

1. Are the locations and use of all public toilet and bath facilities clearly indicated by appropriate signs? YES/NO  
 2. Are all lavatories, bathtubs and showers provided with hot and cold water? YES/NO  
 3. Are toilet and bathroom floors finished with a material that is smooth, easily cleanable, impervious to water and coved to a height of four (4) inches? YES/NO  
 4. Do shower compartments have interior finishes which are smooth, easily cleanable, and impervious to water? YES/NO  
 5. Do shower compartments have rubber mats? YES/NO  
 a. If yes, will these mats be cleaned and dried between uses? YES/NO  
 6. Are bathtub and shower stall floors finished with non-slip, impervious surfaces or provided with non-slip impervious bathmats? YES/NO  
 7. Are glass bath or glass shower doors used? YES/NO  
 a. If yes, have such doors been made of safety glass? YES/NO  
 8. Have toilet tissue, soap, towels and a receptacle been provided? YES/NO

**SOLID WASTE**

1. A minimum of one (1) water-tight, non-absorbent and easily washable waste receptacle shall be provided in each lodging unit. Has this been provided? YES/NO  
 2. Will solid waste be collected daily from rooms and areas used by guests? YES/NO  
 3. Will solid waste be stored in either individual garbage containers, bins, or storage vehicles? YES/NO  
 a. Will these containers have tight fitting lids or covers? YES/NO  
 b. Will these containers be durable, rust resistant, water-tight, rodent proof and readily washable? YES/NO  
 4. How will solid waste be disposed of? \_\_\_\_\_

**VECTOR CONTROL**

1. Will vector control measurements be employed to prevent vector infestations in or around the facility? YES/NO  
 2. Will all outside doors be self-closing, rodent proof and open outward? YES/NO  
 3. Will all pipes & electrical conduit chases be sealed? YES/NO  
 4. Will ventilation systems, exhaust and intakes, be protected against pest entry? YES/NO  
 5. Is the area around the building clear of unnecessary brush, litter, boxes and other harborages? YES/NO  
 6. Will air curtains be used? YES/NO  
 If yes where? \_\_\_\_\_  
 7. Has a state licensed pest control service been contracted? YES/NO  
 a. If yes, provide the company's name and indicate frequency of service. \_\_\_\_\_

**CHEMICAL AND PHYSICAL HAZARDS**

1. Will all cleaning equipment, supplies, pesticides, rodenticides, chemicals, paints and other toxic substances be kept isolated from guests and stored as to prevent contamination of clothing, toweling and bedding materials? YES/NO  
 2. Will all toxic substances be clearly identified and labeled? YES/NO  
 3. Will housekeeping carts be kept organized such that clean linens, single-service items, ice buckets and glassware are protected from contamination by toilet brushes, soiled linen, cleaning agents or any other possible sources of contamination?  
 \_\_\_\_\_  
 4. Will all stairways be provided with firmly attached handrails and guardrails? YES/NO

**LODGING UNIT KITCHENS**

- 1. Are reusable glassware items provided by the hotel? YES/NO
  - a. If yes, how will these items be washed, rinsed and sanitized? \_\_\_\_\_
- 2. Sanitized glassware must be stored in a clean site that is removed from sources of contamination\*. Where will this be in the lodging facility? \_\_\_\_\_
  - b. \*A single-service cover is to be placed on the opening of the glassware prior to its removal from the cleaning site. If this cover is removed by the guest, then the glassware presumes to be soiled and shall be washed and sanitized.
- 3. Single service ware must be stored in a clean site that is protected from sources of contamination. Where will this be in the lodging facility? \_\_\_\_\_
- 4. Will automatic dispensing ice units be made available in public areas? YES/NO
  - a. If yes, where will these units be located? \_\_\_\_\_
- 5. Will ice buckets be used? YES/NO
  - a. If yes, how will these items be washed, rinsed and sanitized? \_\_\_\_\_
  - b. Will a food-grade liner be used to protect the ice from contamination? YES/NO
- 6. Will the facility be equipped with lodging unit kitchens? YES/NO
- 7. Will the kitchen equipped lodging units have a sink suitable for dishwashing with hot and cold water? YES/NO
- 8. Will a refrigerator capable of maintaining a food temperature of 41F be provided? YES/NO
- 9. Will utensils and equipment, if supplied, be easily cleanable, durable and kept in good repair? YES/NO
- 10. Utensils supplied in lodging units shall be washed, rinsed, and sanitized after each occupancy and have a notice saying "For your convenience, dishes and utensils have been washed and sanitized. If you would like to further sanitize these items, please contact the manager." Has this been provided? YES/NO

**SPAS, SWIMMING POOLS AND OTHER SWIMMING FACILITIES**

Any spa, swimming pool or other swimming facility located at or operated in connection with a hotel shall comply with the local city ordinances. A Recreational Water Facility Application and Recreational Water Facility Plan Review application must also be completed.

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**Approval of these plans and specifications by the Portsmouth Health Department does not indicate compliance with any other code, law or regulation that may be required--federal, state, or local. It further does not constitute endorsement or acceptance of the completed establishment (structure or equipment). A pre-opening inspection of the establishment with equipment in place & operational will be necessary to determine if it complies with the local and state laws governing food service establishments.**

**STATEMENT:** I hereby certify that the above information is correct, and I fully understand that any deviation from the above without prior permission from the Portsmouth Health Department may nullify final approval.

Applicant's Signature: \_\_\_\_\_ Title: \_\_\_\_\_  
Applicant's Name (printed): \_\_\_\_\_ Date: \_\_\_\_\_

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**For Official Use: Items Submitted in Packet**

- \_\_\_ Plan review fee of \$40
- \_\_\_ Permit application with \$40 fee
- \_\_\_ Manufacturer specifications for equipment
- \_\_\_ Plans drawn to scale

Plans Reviewed and Approved EHS: \_\_\_\_\_ Date: \_\_\_\_\_  
EHS: \_\_\_\_\_ Date: \_\_\_\_\_