



**Georgia Department of Public Health
Environmental Health Branch
Tourist Accommodations Program**

**Requirements for Tourist Accommodation Application
and Plan Review Submission**

Plans and specifications for remodeling existing tourist accommodations and construction of a new tourist accommodation must be submitted for review and approval to the local Health Authority Representative. If there are no construction changes made to an existing building, requirements for plans will be at the discretion of the Health Authority. Where local, state or federal rules and regulations apply which are deemed more stringent, they shall be used in lieu of the applicable section in 290-5-18 Rules and Regulation for Tourist Accommodations. To be eligible for a permit, the tourist accommodation shall be in satisfactory compliance with the regulation and the laws which apply to the location, construction and maintenance of the tourist accommodation and the safety of its guests.

Application Process:

1. An application for a permit to operate a tourist accommodation will be made in duplicate on an application provided by the Department of Public Health. The local governing authority approves fees.
2. The applicant or his authorized agent must complete and submit the signed application form at least 10 days prior to the scheduled opening.
3. The original signed application must be filed in the county where the facility is located with the local Health Authority Representative.
4. Upon receipt of an application for a permit, the local Health Authority Representative will review the application and take actions to approve or deny the permit based on the provisions of O.C.G.A. Chapter 31-28 and 290-5-18, Rules and Regulations for Tourist Accommodations.
5. After plan review approval, the applicant must contact the local Health Authority Representative to discuss any changes to the approved plans and to schedule an inspection after construction is complete.
6. The owner or authorized representative must contact all internal programs relevant to the project (e.g., On-site Sewage Management System, Non Public Water, Swimming Pools and Food Service) to obtain applicable approvals.
7. A signed certificate of occupancy or evidence of approval by all other local agencies with jurisdictions over construction, zoning and safety must be provided before permit issuance by the local Health Authority Representative.



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Plan Review Process:

1. Plans must be submitted fourteen (14) days prior to beginning construction.
2. The plans shall indicate the proposed layout and arrangement of rooms/spaces in the establishment/campground and identify how each space is used.
3. Mechanical and plumbing details must be shown on the plans.
4. The plans shall identify all construction materials used on floors, walls and ceilings in all areas to include guestrooms, kitchenettes, bathrooms and laundry rooms.
5. Applicants must provide an equipment list showing type, manufacturer, and model numbers for items like ice machines, laundry equipment, water heaters/boilers and dishwashers used in the facility for providing service, maintaining cleanliness and sanitation.
6. Kitchen plans will be required if food is prepared and served to guests. A copy of the menu or list of all foods served in the facility will be required for review.
7. If no construction changes are made to an existing building, requirement for plans will be at the discretion of the Local Health Authority Representative.
8. It is incumbent on the applicant to obtain approval from all other agencies having jurisdiction over the project. Although complete plans are required for submission, only those items noted in the regulation will be reviewed by the Local Health Authority. Approval of plans only indicates compliance with the requirements provided in the regulations.

Contact your Local Health Authority Representative at the county's Environmental Health Office for more information on permitting a Tourist Accommodation.

[County and District Contact Information](#) 