



Public Health
Prevent. Promote. Protect.

Pocahontas County Health Department
900 10th Avenue
Marlinton WV 24954

Phone: 304-799-4154
Fax: 304-799-7490

March 21, 2023

Dear Hotel/Motel/Bed and Breakfast Owner/Manager

This letter is regarding your Permit to Operate starting July 1, 2023. The rate per establishment is determined by the facility's number of rooms. The following is the rate per room capacity per year:

0-20	\$125.00
21-50	\$250.00
51-80	\$375.00
81 and over	\$500.00

Bed and Breakfast permits are \$60.00 for the year.

Enclosed you will also find an application for a permit to operate. The permit and fee should be received by the Pocahontas County Health Department by May 15, 2023, to receive your permit by July 1, 2023. Any facility operating on or after July 1, 2023, without a permit is subject to closure. Please ensure we have your current email address.

If you have any questions, feel free to contact our office at 304-799-4154.

Sincerely,

Cindy Wilfong, Administrator
Pocahontas County Health Department



APPLICATION FOR A PERMIT TO OPERATE

In accordance with applicable West Virginia Department of Health and Human Resources Legislative Rules, application is hereby made for a permit to operate a:

- Adult Day Care Center
- Institution, School
- Park, Playground
- Bed & Breakfast Inn
- Labor Camp
- Producer Dairy Farm
- Body Piercing Studio
- Mass Gathering, Fair, Festival
- Public Restroom
- Campground
No. of sites _____
- Manufactured Home Community
No. of sites _____
- Recreational Water Facility
(Pool, Bathing Beach, Spa)
- Child Care Center
- Motel / Hotel
No. of rooms _____
- Residential Care Facility
(Shelter, Group Home)
- Correctional Facility
- Organized Camp
- Tattoo Studio
- Other _____

Facility Name _____

Location _____

Mailing Address _____

City _____ State _____ Zip Code _____

Phone/Cell Number _____ Fax Number _____

Email Address _____

Owner / Agent _____

I hereby certify that I have received a copy of the applicable rules and that I am familiar with the contents and requirements therein.

_____ Date _____ Signature of Applicant
() Owner () Agent

For Department Use Only

Date application received: _____ Permit no. _____

Date plans received: _____ By: _____ Date issued: _____ By: _____

Date plans reviewed: _____ By: _____ Expiration date: _____

Date plans approved: _____ By: _____ Date denied: _____ By: _____

Date inspected: _____ By: _____ Comments: _____

Permit Fee: \$ _____ Date paid: _____



GENERAL SANITATION INSPECTION REPORT

Name of Facility _____ Owner/Operator _____ Date _____

Address _____ City _____ State _____ Zip Code _____

- | | | | | |
|--|--|---|---|--|
| <input type="checkbox"/> ADULT DAY CARE CENTER | <input type="checkbox"/> CORRECTIONAL FACILITY | <input type="checkbox"/> HOTEL, MOTEL | <input type="checkbox"/> ORGANIZED CAMP | <input type="checkbox"/> WORK RELEASE CENTER |
| <input type="checkbox"/> BED & BREAKFAST INN | <input type="checkbox"/> EMERGENCY SHELTER | <input type="checkbox"/> INSTITUTION | <input type="checkbox"/> PARK, PLAYGROUND | <input type="checkbox"/> OTHER - SPECIFY : |
| <input type="checkbox"/> CAMPGROUND | <input type="checkbox"/> FAIR, FESTIVAL | <input type="checkbox"/> LABOR CAMP | <input type="checkbox"/> PUBLIC RESTROOM | |
| <input type="checkbox"/> COLLEGE, UNIVERSITY | <input type="checkbox"/> GROUP HOME | <input type="checkbox"/> MASS GATHERING | <input type="checkbox"/> SCHOOL | |

Notice: Based on an inspection this day, the items marked below and on the reverse must be corrected within the period of time specified in writing by the health authority. Failure to comply with this notice may result in official enforcement action. An opportunity for an appeal will be provided if a written request for a hearing is filed with the health authority within the period of time established in this notice for the correction of the violations. Please note that the numbers in parentheses to the right of each heading correspond to the applicable section numbers in the General Sanitation Rule, 64 CSR 18.

REMARKS

VIOLATIONS MUST BE CORRECTED ON OR BEFORE _____ SANITARIAN _____

<p>1. ANIMALS (Sec. 5) a) Housing conditions conducive to proper sanitation and good health. b) No live reptiles without written plan. c) No threat from wild, dangerous, ill animals. d) Domestic animals not running at large. e) Dogs, cats immunized. f) Quarters clean, located, maintained. g) Manure removal, disposal; no odor, insects, or rodents. h) No water supply contamination from disposal of drainage from quarters. i) Animals limited to number that can be adequately housed, fed, maintained. j) Excluded from food prep., storage, serving and in-use dining areas (does not apply to edible fish, crustaceans, shellfish, aquariums or service animals).</p>	<p>c) 50 sq.ft/person for multiple occupancy & combination eating/sleeping/cooking areas. f) Ceiling height 7 ft. from floor excluding tents. g) 3 ft. between beds on all sides; heads 6 ft. apart. Excludes hotels/motels/ b&b inns. h) Double-decker beds min. 27" between and above. No triple-decker beds. i) Bed and bedding for each person. j) Napping mats/cots 2 ft. apart. k) Bedding, furniture clean, good repair. l) Fabric mattresses have pads/covers. m) Linens provided where required, clean, changed weekly, between occupants. n) Storage area for luggage, clothing, etc.</p>	<p>4. GARBAGE & REFUSE (Sec. 8) a) No odor, insects, rodents, nuisance. b) Stored in approved watertight, vermin proof easily cleanable containers; sufficient number provided; kept clean. c) Covered when not in use unless used only for non-putrescible, non-infectious wastes. d) Outside containers, enclosures elevated, metal rack, concrete/asphalt pad; clean, good repair. e) Outside areas/enclosures adequately sized, kept clean. f) Storage rooms & outside enclosures easily cleanable, nonabsorbent, washable, clean, vermin proof. g) Containers accessible for use, servicing. h) Frost-proof hose bib & sanitary drain. i) Disposal complies with Solid Waste Act.</p>
<p>2. BEDDING AND SLEEPING AREAS (Sec. 6) Primitive, outpost camping exempt. a) Clean, sanitary, safe, good repair. b) Floors easily cleanable, good repair, located to prevent water entry. c) Tents for permanent sleeping quarters on platforms, floors or concrete pads min. 1 foot above ground. d) 70 sq.ft/person for single occupancy.</p>	<p>3. COMMUNICABLE DISEASE (Sec. 7) a) Good hygienic practices, disease control. b) Ill staff members restricted. c) Schools, care, correctional facilities staff: Clean outer garments, personal cleanliness. Good hygienic practices. Wash hands, arms before work, after smoking, eating, drinking, using toilet, & as needed. Tobacco use restricted. d) Register of occupants maintained for 12 mos. with name, address & dates of use. Excludes mass gatherings, parks, playgrounds, public restrooms.</p>	<p>5. HEATING & VENTILATION (Sec. 9) a) Indoor occupied spaces ventilated. 5 cu.ft./minute outdoor air per person. b) No excessive heat, steam, condensation, vapors, obnoxious odors, smoke, fumes. c) No nuisance when venting to outside. d) HVAC systems comply with State Building Code. e) Ducts located, maintained to prevent entry of dust, dirt, contaminants. f) Indoor design temp. 68°F heating, 78°F cooling.</p>

5. HEATING & VENTILATION cont. (Sec. 9)

- g) Provide, maintain 68°F if occupied in normal heating season, unless designed for low temperature operation.
- h) Oil, gas fired heating devices vented to outside air per State Building Code.
- i) Clothes dryer vent systems independent and vented to outside.

6. HOUSEKEEPING & MAINTENANCE (Sec. 10)

- a) Premises, contents maintained in good repair, clean, sanitary. Adequate maintenance/cleaning facilities, equipment.
- b) Written housekeeping schedule for institutions, schools, care & lodging facilities, and organized camps.

7. LAUNDRY (Sec. 11)

- a) Separate area, room.
- b) Soiled laundry stored in nonabsorbent, easily cleanable, covered containers or covered laundry bags.
- c) Clean laundry protected from contamination.
- d) Handled, stored, processed, transported to prevent spread of infection.
- e) Rooms, equip. clean, sanitary.
- f) Chemicals labeled, stored, handled, used for maximum efficiency and safety.
- g) Wash temp., time, agitation, chemical action adequate, per manufacturer.
- h) Articles rinsed. Mechanically dried; or chemically sanitized & air dried.
- i) Individuals laundering own belongings exempt from g) & h) if they do not contaminate other laundry or areas.
- j) Laundry facilities available on regular basis to occupants of labor camps.

8. LIGHTING (Sec. 12)

- Primitive, outpost camping areas exempt
- a) Commensurate with type of activity.
- b) 20 ft. candles in critical cleaning areas (food prep. utensil wash, bathing, toilets, laundry; excludes dining areas)
- c) 10 ft. candles in normal cleaning areas (corridors, lobbies, janitors closets, storage areas, lodging quarters).
- d) 100 ft. candles in hazardous work areas (workshops, laboratories).
- e) 40 ft. candles in reading & activity areas (classrooms, day/play/meeting rooms)
- f) Shields, shatterproof bulbs in food preparation areas, showers, gyms, classrooms in primary, secondary schools & where safety is a concern.
- g) Tamper-proof fixtures where needed.

9. NOISE (Sec. 13)

- a) Acoustic planning in design, site selection. Consider physical, mental health, comfort.

10. PLUMBING (Sec. 14)

- a) Comply with State Building Code.
- b) Good repair, sanitary, serviceable.
- c) Fixtures easily accessible for cleaning; no interference with use, operation of doors, windows, exit openings.
- d) Exposed lines, pipes do not obstruct, prevent cleaning floors/walls/ceilings.
- e) Lines, pipes not unnecessarily exposed on floors/walls/ceilings.
- f) Vents extend to outer air; clogging and return of foul air minimized.
- g) Water-seal traps as needed.
- h) Service/utility sink for wet cleaning.
- i) No cross connection, backflow, back-siphonage.

11. SAFETY (Sec. 15)

- a) Designed, maintained, operated to minimize safety hazards.
- b) Protection against electrical hazards.

- c) Comply with State Fire Marshal's rules.
- d) Fence/barrier for outdoor playground or activity area as needed or if used by children or those not capable of self-preservation.
- e) First aid kit (not required for parks, playgrounds, public restrooms).

12. SEWAGE (Sec. 16)

- a) Comply with sewage rules.
- b) Good repair, maintained, operated.
- c) No nuisance from liquid waste deposited on ground.
- d) Adequate access for cleaning vehicles and operations for self-contained privies and portable disposal units.

13. SIZE, SPACE (Sec. 17)

- a) Campgrounds: 1200 sq.ft./campsite. Max. average density 25 campsites/acre.
- b) Campgrounds: 10 ft. separation from camping units, buildings, street, common use or parking area. Excludes backpack type camping.
- c) Mass gatherings: 20 sq.ft./person for day time assemblage. 40 sq.ft./person for overnight assemblage, exclusive of parking areas. Parking space for every 4 persons. Max. density 100 cars or 30 buses/acre.
- d) School classrooms 28 sq.ft./student.

14. STORAGE (Sec. 18)

- a) Appropriate facilities of cleanable construction provided (for food, utensils, toys, work materials, cleaning supplies, clothing, linens, medicines, toxic materials, etc.)
- b) Neat, orderly, clean condition.
- c) Only necessary articles on premises.
- d) Protected from contamination.
- e) Poisons, potentially hazardous items labeled, separated, locked, keys restricted to staff.

15. STRUCTURE, MATERIALS CONSTRUCTION, REPAIR (Sec. 19)

- a) Foundations, roofs, exterior walls, doors, skylights, windows weather-tight, watertight, damp-free, in sound condition, good repair.
- b) Floors, interior walls, ceilings sound, in good repair.
- c) No offensive, hazardous emissions from materials, adhesives, coverings.
- d) Exterior wood surfaces decay resistant or painted, covered; non-toxic if accessible to children.
- e) Interior finish materials suitable for intended use and for type and frequency of cleaning methods.
- f) In food preparation, bathing, and all wet-cleaned areas: floors, walls, ceilings easily cleanable, and nonabsorbent.
- g) Accessory structures sound, good repair or removed. Exterior weather-resistant.
- h) Foundations, roofs, floors, walls, ceilings, stairs, porches, etc., safe, capable of supporting normal loads.

16. SURROUNDINGS (Sec. 20)

- a) Neat, clean, adequately drained, free of litter and vermin harborage.
- b) Does not endanger public health or create nuisance or safety hazard.

17. TOILET, HANDWASHING, BATHING FACILITIES (Sec. 21)

- a) Numbers meet State Building Code.
- b) Labor & Organized Camps: 1 lavatory and 1 water closet/10; 1 bathtub or shower/8.
- c) Parks, Playgrounds 1 lavatory and 1 water closet for each sex.
- d) Campground comfort stations: For each 20 campsites: 1 water closet for males, 2 water closets for females, 1 lavatory and 1 bathtub or shower for each sex.
- e) Mass gatherings: 1 water closet/100 for 1st 1000, then 2/1000. If water under pressure provided,

- 1 lavatory and 2 water closets.
- f) Urinal substituted for max. 50% of water closets.
- g) Designed, constructed, installed, maintained, operated sanitary manner.
- h) Toilet rooms vented to outside. Adequate ventilation in showers, high humidity areas.
- i) Toilet tissue provided, adequate.
- j) Soap, sanitary towels, drying device at each sink. Waste container for towels.
- k) Unless occupant-provided, soap, clean washcloths, towels minimum once/week.
- l) No common use towels.
- m) Hand wash facilities in or adjacent to toilet.
- n) Self-closing, metered faucets 15 seconds.
- o) Privacy barrier, or toilet room enclosed, tight-fitting doors, doors kept closed.
- p) Covered waste container for women.
- q) For children, fixtures sized or safe, easily cleanable stepstools.
- Institutions, schools, care facilities:
Changing area for diapers, underwear
- a) Established area, approved location.
- b) Accessible to hand washing facilities.
- c) Surface, clean, safe, impervious, nonabsorbent, used for no other purpose.
- d) Perineal area cleaned.
- e) Staff hands wiped on moist towelette or paper towel after removing soiled diaper, before putting on fresh diaper.
- f) Staff and individual's hands washed.
- g) Surface cleaned & disinfected after each use. Disposable paper discarded after each changing.
- h) Soiled disposable diapers stored in approved container; covered, labeled; kept clean, odor, buildup free.
- i) Soiled cloth diapers stored in approved container; emptied, cleaned, disinfected daily.
- j) Toilet training chairs easily cleanable. Emptied into toilet, cleaned, sanitized in utility sink after each use.
- k) Hand wash sinks not used for rinsing soiled items or for cleaning equip.

18. VECTOR CONTROL (Sec. 22)

- a) Effective measures used to minimize rodents, insects, vermin.
- b) No harborage, feeding of vermin.
- c) Openings protected.
- d) Screening material ≥ 16 mesh/inch.
- e) Approved pesticides.
- f) Poison, toxic use per manufacturer. Non-hazardous use, storage, disposal.

19. WATER SUPPLY (Sec. 23)

- a) Provided, potable, approved, adequate, easily accessible. May be waived for remote campgrounds, campsites, mass gatherings, etc.
- b) Comply with Div. of Health rules on public water supplies, water wells, cross connections, and backflow.
- c) Hot & cold provided thru mixing valve, combined faucet where food prepared, and at hand wash and bathing facilities. Hot water ≥ 110°F. No steam-mixing valves. Temp. controlled for safety.
- d) Drinking fountains, if provided: Number per State Building Code. Approved construction, maintained, sanitary.
- e) No common use cups/vessels.
- f) Dispenser for single service cups.
- g) Portable containers/coolers approved construction, good repair, clean, sanitized between uses, properly stored, handled.
- h) Ice from approved source, stored, transported, handled sanitarily. Automatic dispenser for self-service.
- i) Potable water tanks approved source, min. 1mg/liter free chlorine residual or other approved disinfectant. Approved equipment and procedures.



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Marlinton WV 24954

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Fax: 304-799-7490

March 22, 2023

The Pocahontas County Health Department is sending reminder letters to owners/hosts regarding Permit to Operate. WV General Sanitation Rule states all facilities that offer accommodations must obtain a Permit to Operate and have one (1) yearly inspection. Permit to Operate includes permitting of hotels, motels, air b&b's, VRBOs, bed & breakfast facilities, condominiums, etc.

You can view the General Sanitation Rule by following the link below.

[Public Health Sanitation Rules \(wvdhhr.org\)](https://www.wvdhhr.org)

<https://oehs.wvdhhr.org/phs/public-health-sanitation/public-health-sanitation-rules/>