

TEMPORARY RESIDENCES

Temporary Residences

When you stay at a hotel or motel in Clinton County, the Clinton County Health Department strives to ensure your and your loved ones' safety in a number of areas. The term temporary residences include the following types of facilities: hotels, motels, bungalow colonies, groups of cabins, mass gathering, and campgrounds.

The Clinton County Health Department works with the facility owner(s) and the facility manager and Local Building Code Officer(s) or Building Inspector to insure the facility is constructed to the Building and Fire Codes at the time the facility was built, has an approved Fire Safety and Employee Emergency Plan and verifying fire safety equipment is operating.

If the facility has a food service or swimming pool or spa, the Clinton County Health Department verifies that these operations are operated in accordance to applicable New York State Sanitary Code.

What is the Purpose of the Code?

The purpose of the New York State Subpart 7-1 Temporary Residence code is to reduce fatalities and injuries from fires by insuring proper construction of the facility, installation of required fire safety detection equipment and fire confinement equipment, construction and maintenance of fire exits, etc.

This code further covers food service, bathing and swimming facilities, lavatories, drinking water, sewage, insect and rodent control, weed control, laundry, linens, bedding, and drinking glasses.

Temporary Residences and Responsibilities

If you are an owner of a hotel, motel, cabin colony, tourist homes, bed and breakfast facilities, bungalow colonies, and lodging houses that maintain occupancy for 10 or more people, must contact the Clinton County Health Department prior to building, repairing or renovating your temporary facility.

A temporary residence operates more than 60 hours in any calendar year and less than 180 days consecutive days in a calendar year by the same person. There are exemptions and additions to this general rule.

The temporary residence code does not cover the following building uses:

- Jail, hospital, nursing or convalescent home, or otherwise offering residential or custodial care to individuals who are physically or mentally unable to care for themselves,
- School or college dormitory, fraternity or sorority house that is affiliated with an academic institution approved under the Education Law, or
- Other facilities that the Director determines not to be under the intent of this code.
- Facilities that are occupied by the same person for more than 180 consecutive days in a calendar year as their home are not considered to be a temporary residence.

Not regulated under this code are:

Children's camps (Subpart 7-2)

Migrant labor camp or migrant farmworker housing (Part 15)

Campgrounds (Subpart 7-3)

Agricultural Fairgrounds (Subpart 7-5)

Mobile home parks (Part 17).

Subpart 7-1 outlines your responsibilities to insure your patrons' safety in terms of fire safety, drinking water requirements, food service safety, swimming pool safety, and bathing beach safety. The below document should assist you in your responsibilities.

Operator Responsibility

The operator of a temporary residence is responsible for:

- To operate the temporary residence so it will not be a potential source of danger to the general public health and safety or to the health or safety of the occupants.
- To create for the Clinton County Health Department's approval and follow an "Employee Training and Fire Safety Plan" including periodic review of this plan for accuracy. This Department will require a thorough review of this plan every three-years.
- To maintain the fire safety requirements of the facility including but not limited to fire prevention and confinement, construction maintenance, fire alarm systems, maintenance of exits, and maintenance of extinguishing equipment.
- No individual known to be a possible transmitter of communicable disease shall be employed at a temporary residence in any capacity.
- Children under 16 years of age not accompanied by an adult at a temporary residence shall be provide with adequate and competent adult supervision and care at, or readily available to, the temporary residence.
- A person to whom a permit to operate a temporary residence shall provide an individual, who is acceptable to this Department as suitable and responsible, to be in charge of the property and who shall be on or available to the property during

reasonable hours of the day while the property is occupied or open for occupancy.

- A person to whom any permit is issued shall comply with provisions of Subpart 7-1 and with all conditions stated in the permit, and shall allow the Department representative to enter the premises at any reasonable time to ascertain compliance to Subpart 7-1 and permit conditions.
- A maintenance staff acceptable to the Department shall be provided to assure proper operation of all facilities.
- Provision shall be made for traffic control measures that will preclude hazards to vehicular and pedestrian traffic.
- The operator will furnish each guest with clean towels, sheets and pillow cases on a regular schedule not to exceed one week between changes.
- Clean and sanitized drinking glasses or single service cups shall be supplied for each guest at establishments where housekeeping is not the occupant's responsibility.
- Where sleeping quarters for employees at temporary residence are provided, the operator shall, in addition to complying with sections 7-1.1 through 7-1.36 of Subpart 7-1, comply with New York State Department of Labor's rules and regulations.

Employee Training and Fire Safety Plan

Section 7-1.6 (b) requires all temporary residences regulated by Subpart 7-1 to establish and implement a plan specifying the duties of all employees with respect to fire prevention or occurrence. This plan must be reviewed and approved by the Clinton County Health Department every three years or when the facility makes a change in this plan. If you want to review your plan with our Checklist for Employee Fire Safety Training Plan:

How to Get a Permit to Operate

All temporary residences in Clinton County must be permitted by Clinton County Health Department at least 30 days before the expiration of the facility's permit and at least 30 days prior to opening a seasonal temporary residence.

New or Renovated Temporary Residences (Construction)

All prospective owners or operators of a purposed temporary residence, or all owners or operators wishing to renovate or modify their temporary residence must complete a Notice of Intent and send the notice to the Clinton County Department of Health.

The Department will notify you whether or not plans are needed. If plans are needed, the Clinton County Health Department will require you to contact a New York State licensed engineer or architect to design your plans. Depending on the purposed work, the Department may send other forms to you for your engineer or architect to complete. Subpart 7-1 requires you to give the Clinton County Department of Health a Notice of Intent form at least 15 days before beginning construction. However, the Clinton County Department of Health recommends at least 60 days for large projects to allow time for your review and your engineer or architect to respond to request. If you are working on a food service, drinking water supply, septic system, swimming pool, spa, or beach, you need to contact this Department before any new construction, alterations, modifications, et cetera to these facilities.

You must contact your local building inspector or local codes enforcement officer any time that you do construction, deconstruction, alterations, modifications, et cetera of your buildings. The Clinton County Health Department works closely with our New York State Building Code partners to insure an efficient, thorough, and complete review of your plans are done.

Patron Responsibilities

You have responsibilities as a patron to the facility and to the other patrons:

Do not disconnect the smoke detector during your stay because it is sounds an alarm when you smoke or discharge fire extinguishers or cause a false alarm. **THE LIFE YOU SAVE MAY BE YOUR OWN.**

Smoke alarms save people by notifying people early enough so the people have enough time to escape the fire.

Fire extinguishers can be used to assist in an escape from a fire. Fire extinguishers are not meant to fight a fire.

If you cause a false alarm(s), many of the large motels and hotels' fire detection systems notify fire departments that there is a fire at the facility. Nationally a number of fire departments responding to a false alarm had another alarm for a real fire. In fact, a number of these cases resulted in a fatality at the real fire. Also, you may be arrested by a police agency for creating a false alarm at the facility.

Contact Us

To receive more information, call or visit us at:

Clinton County Health Department
Environmental Unit
135 Margaret Street
Plattsburgh, NY 12901
Tel: (518) 565-4870