



**"Equal Opportunity Provider & Employer"**

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## **Village of Pepin Short-Term Rental License Application Guide**

This Application form is for anyone that wants to apply for an Operating License for a short-term rental (aka Tourist Rooming House) business as required by Village Ordinance Chapter 115 in the Village of Pepin. A short-term rental is defined in Chapter 115 of the Code of Ordinances as:

"A dwelling offered for rent as a tourist rooming house as defined by ATCP Ch 72.03, for a fee, and for fewer than 30 days. Excluded from this definition are Bed and Breakfast establishments, hotels, and motels."

Please Indicate if this is a:

1) **A New Business Application**\_\_\_\_\_ (Fee \$500)

Please indicate the anticipated date of first operation\_\_\_\_\_.

2) **Renewal of an Existing Short Term Rental License** \_\_\_\_\_ (Fee \$300).

Village Short Term Rental License No.\_\_\_\_\_

3) **Preliminary Review Process Application**\_\_\_\_\_ (Fee \$200).

Please indicate the anticipated date of first operation \_\_\_\_\_.

4) **Amendment of existing STR License.** License#\_\_\_\_\_.

*Note: Not all of the information requirements below apply to the Preliminary Review. Consult the Ordinance for details.*

**Payment of the required Fee must be attached to this fully completed Application.**

**1. Required Contact Information (for Renewals also):**

Address of proposed short Term Rental business. \_\_\_\_\_

**a. Owner of property contact information:**

Name \_\_\_\_\_

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

Telephone \_\_\_\_\_

Email \_\_\_\_\_

**b. Business Operating Entity contact information:**

Name \_\_\_\_\_

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

Telephone \_\_\_\_\_

Email \_\_\_\_\_

**c. Local host representative contact information:**

Name \_\_\_\_\_

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

Contact Telephone \_\_\_\_\_

Email \_\_\_\_\_

**2. Required Location information:** (For renewals please indicate if there are "no changes")

1. Attach a copy of a completed state lodging establishment inspection form. This is contracted through Pepin County Health Department and is required every three years starting in 2025.

2. Attach a building floor plan and requested maximum occupancy. \_\_\_\_\_

3. Attach a Site plan including a designation of available on-site parking. \_\_\_\_\_

4. Attach a copy of the house manual for renters intended to satisfy the requirements of Chapter 115.08. \_\_\_\_\_

5. Attach a copy of a completed annual fire hazard inspection report from an authorized Village Fire Inspector showing no deficiencies, dated not more than one year before the date of issuance or renewal. The fire inspection fee is \$31.00. \_\_\_\_\_

6. Attach a copy of the annual State of Wisconsin License issued by the County of Pepin, for a Tourist Rooming House issued for the specified location under Wis. Stat. 254.64.

7. Attach a copy of a Seller's permit, Consumer's Use Tax Certificate, or Use Tax Certificate as needed, issued by the Wisconsin Department of Revenue, or alternatively a demonstration of satisfaction of this requirement for this location by a Lodging Marketplace. \_\_\_\_\_

9. Provide any Lodging Marketplace affiliation and contact information below. (if none, so state). \_\_\_\_\_

**3. Tax Information**

As a short-term rental business, you are required to pay taxes on the rental income you receive. (Room tax) These taxes include:

- 8% local transient room tax
- 5.5 sales tax

As a business, you are liable for the taxes whether you pass them along to your customer or not. Please identify the entity that will be submitting the required Room Tax to the Village of Pepin:

\_\_\_\_\_

**Contact Information:**

\_\_\_\_\_

\_\_\_\_\_

**4. Proof of Insurance:** Attach a copy of proof of Insurance against claims of personal injury and property damage for short-term property rental. Coverage provided by a Lodging Marketplace can be used to satisfy this requirement.

**5. Zoning** (circle one)- Commercial Residential

**6. Max Occupancy:** \_\_\_\_\_

Questions?

Please contact the Village of Pepin Clerk or Treasurer at 715-442-2461, clerk@pepinwisconsin.org.