



"Equal Opportunity Provider & Employer"

508 Second Street, P.O. Box 277, Pepin, WI, 54759, Phone 715-442-2461

Emails: clerk@pepinwisconsin.org and treasurer@pepinwisconsin.org

Village of Pepin Short-Term Rental License Application Guide

This Application 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_____.

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 Application.

1. Required Contact Information:

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:

1. Attach a copy of a completed state lodging establishment inspection form dated within one year of the date of issuance along with proof of payment.
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 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.
6. Attach a copy of the State of Wisconsin License 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
8. 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. 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.

Questions?

Please contact the Village of Pepin Clerk at 715-442-2461 or Roy Forsstrom, Village of Pepin Zoning Administrator at 715-448-0547



This Section for Village Use only.

Date Application Received: _____

Application Number _____

Application Received by: _____

Amount Received: _____

Owner/Business Info OK _____ Date _____

Location Host info OK _____ Date _____

State Inspection Form _____ Date _____

Sales Tax Info Rec'd _____ Date _____

Building Floor Plan _____ Date _____

Site Plan Rec'd _____ Date _____

House Manual Rec'd: _____ Date _____

Fire Inspection Rec'd _____ Date _____

State License Rec'd _____ Date _____

Sales Tax Info Rec'd _____ Date _____

Market Place Info Rec'd _____ Date _____

Room Tax Info Rec'd _____ Date _____

Proof of Insurance Rec'd _____ Date _____