



**CITY OF DE PERE**  
**APPLICATION FOR**  
**SHORT TERM RENTAL OF PROPERTY**  
 (Form addresses Zoning, Room Tax, & a Health License)

**Fee:** \$231.00  
**Receipt #:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

Read all instructions before completing. Complete all fields and check appropriate boxes. Type or use black ink.

**SECTION 1: Applicant / Authorized Representative Information**

Applicant Name ( <i>Ind., Org. or Entity</i> )	Authorized Representative ( <i>if any</i> )	Title	
Mailing Address	City	State	ZIP Code
Email Address	Phone Number (incl. area code)	Fax Number (incl. area code)	

**SECTION 2: Property Owner Information** (*Complete fields when landowner is different than applicant*)

Name (Ind. Org. or Entity)	Contact Person	Title	
Mailing Address	City	State	ZIP Code
Email Address	Phone Number (incl. area code)	Fax Number (incl. area code)	

**SECTION 3: Site Location and Zoning Information**

Property Address:	Parcel Number(s):	Zoning District (check one): <input type="checkbox"/> R-1 <input type="checkbox"/> R-2 <input type="checkbox"/> R-3 <input type="checkbox"/> R-4 <input type="checkbox"/> Other	Check one: <input type="checkbox"/> Property use is Residential <input type="checkbox"/> Property Use is Non-residential
A short term rental means renting to the same short term renter for up to 28 consecutive days. Also, a short term rental property that is zoned R-1 or R-2 must be rented for a minimum of 7 days.			<input type="checkbox"/> Applicant understands <input type="checkbox"/> Clarification needed
Has the applicant verified that short term rentals are allowed by the property restrictive covenants, Home Owner's Association (HOA), landowner, landlord, etc.?			<input type="checkbox"/> Applicant Verified <input type="checkbox"/> Not Verified

**SECTION 4: Room Tax Information**

Number of rooms available for rent:	Current Rate Schedule:  <i>(Attach rate schedule if available)</i>	When rooms are available for rent (check one): <input type="checkbox"/> Year Round <input type="checkbox"/> Seasonal	If seasonal, period of year available:
-------------------------------------	--	--	--

Please note, in Brown County, you are responsible for collecting the **10% Room Tax** from the short term renter and you are responsible for forwarding the 10% Room Tax to the Corporate Trust Coordinator at the address to the right. Most short term rental websites do not collect room tax as part of the booking process.

Patricia Danek  
**Corporate Trust Coordinator**  
 433 Main Street, 5<sup>th</sup> Floor  
 Green Bay, WI 54301  
 Phone: (920) 327-5639

**CONTINUED ON BACK OF THIS FORM**

**SECTION 5: Health License Information**

Application Information:

Check one:

A Level 1 Pre-Inspection is required with a \$125 fee due with this form.

- Payment included
- Payment not included

An annual \$106.00 fee for a Lodging – Tourist Rooming House is required with a \$106 annual fee due with this form, and then due every calendar year by June 30.

- First year payment included
- Payment not included

In accordance with Chapter 21 of the De Pere Municipal Code, I the undersigned do hereby respectfully make application to the City of De Pere Health Department for a license. I hereby certify that I am familiar with the laws, ordinances, and regulations pertaining to the conditions of said establishment in the City of De Pere, and **I hereby agree, if granted said license, to obey all provisions of said laws, ordinances and regulations.**

- Applicant understands
- Clarification needed

**A license is NOT transferable.** You must have a **valid** license before operating. All licenses expire June 30<sup>th</sup> annually. A **\$150.00 late fee** will be added to all renewal applications post marked after June 30th. Closure of non-current licensed establishments will occur July 20<sup>th</sup> with additional reopening fees added for any operator requiring the above action.

- Applicant understands
- Clarification needed

**SECTION 6: Certification and Permission**

**Certification:** I hereby certify that I am the owner or authorized representative of the owner of the property which is the subject of this Permit Application. I certify that the information contained in this form and attachments is true and accurate. I certify that the project will be in compliance with all permit conditions. I understand that failure to comply with any or all of the provisions of the permit may result in permit revocation and a fine and/or forfeiture under the provisions of applicable laws.

**Permission:** I hereby give the City permission to enter and inspect the property at reasonable times, to evaluate this notice and application, and to determine compliance with any resulting permit coverage.

Applicant Name ( <i>print</i> )	Applicant Signature	Date Signed
Property Owner Name ( <i>print</i> )	Property Owner Signature	Date Signed

**FOR OFFICE USE ONLY**

Reviewing Agent	Application Data	Extra Needed Information	
City Clerk-Treasurer	<input type="checkbox"/> Complete <input type="checkbox"/> Incomplete		
Zoning Administrator	<input type="checkbox"/> Complete <input type="checkbox"/> Incomplete		
Senior Inspector	<input type="checkbox"/> Complete <input type="checkbox"/> Incomplete		
Health Department	<input type="checkbox"/> Complete <input type="checkbox"/> Incomplete		
Fire Department	<input type="checkbox"/> Complete <input type="checkbox"/> Incomplete		
Other	<input type="checkbox"/> Complete <input type="checkbox"/> Incomplete		
<b>REVIEW DECISION</b>	<input type="checkbox"/> <b>APPROVAL</b>	<input type="checkbox"/> <b>DENIAL</b>	<b>DATE:</b>

# ***How to apply to be a Short Term Rental Property In the City of De Pere***

The short term rental of property is possible in the City of De Pere, per certain City of De Pere and Wisconsin Act 59 regulations. It looks easy when you go online and can quickly list your bedroom, loft, apartment, house, condo, etc., for rent on a multitude of private sites. However, you must also file a 'Short Term Rental of Property' application form with the City of De Pere.

This instruction summary will help you define if your property qualifies as a short term rental property. This summary will also remind you of some of the steps and rules that must be adhered to in order to remain a short term rental property in good standing with the City of De Pere.

## **Is this application for all land in the De Pere zip code (54115)?**

No. This application applies only to properties within the De Pere City Limits. The De Pere zip code extends into many of our adjacent communities. When looking up your property parcel number, see if it begins with the letters "ED-..." or "WD-..." to ensure that your property is in the City of De Pere.

## **What properties can qualify?**

City of De Pere properties that are zoned one of the four 'residential' categories can be a short term rental property. Residential dwellings in other zoning districts may also be eligible to be used as a short term rental property. If you are not sure what your zoning category is, go to the following City of De Pere mapping website and turn on the "zoning" layer. If your property is a shade of yellow or orange you **may** qualify. To double-check, zoom in to your property and click the identify key for "zoning."

<http://gis.depere.org/PublicDIME/GeoPRIME.html#xmax=82031.12383333345;ymin=538590.3493333323;ymax=539034.9326666655;xmin=81256.95716666679>

## **Short term rentals are allowed in the following residential zoning districts:**

- R-1, provided your same short term renter stays for at least 7-28 consecutive days
- R-2, provided your same short term renter stays for at least 7-28 consecutive days
- R-3, for short term rentals of 0-28 consecutive days
- R-4, for short term rentals of 0-28 consecutive days

*Short term rentals are only allowed in the R-1 and R-2 districts if your rental is to the same short term renter for 7-28 consecutive days. There is no option for shorter stays in the R-1 and R-2 districts. Also, a short term renter cannot stay for more than 28 consecutive days in any zoning district.*

## **Does my short term renter need to pay a room tax?**

**Yes!** In Brown County you are responsible for collecting the 10% Room Tax from your short term renter and you are responsible for forwarding the 10% Room Tax to the Corporate Trust Coordinator at the address identified on Section 4 of the application form. The 10% Room Tax cannot be paid at the City Hall offices. Please note that most short term rental websites do not collect the 10% Room Tax for you as part of the online booking process.

## **Do I need to register with the City Health Department?**

**Yes!** The short term rental application form will serve as your application to the City Health Department. Two fees, totaling \$231 will be required with the application. Approval of the Health License Application may include a review of your property so allow up to 30 days for this to happen before booking your first short term renter.

The Health License has a ONE-TIME \$125 fee for a 'Level 1' pre-inspection that is due to the City Health Department when the application is submitted. The Health License Application also includes a 'Tourist Rooming House' lodging section that has a \$106 ANNUAL fee, which is due to the City Health Department when the application is submitted AND every following calendar year by June 30.

## **Do I need a property inspection before booking a short term rental?**

Not at this time. However, the City Inspection staff strongly recommends that you review your property for the following safety features at a bare minimum:

- Working smoke alarms and carbon monoxide alarms
- Working fire extinguishers
- Two safe forms of emergency building exits
- Properly ventilated furnaces, water heaters, fire places, and stoves
- Proper exterior exhaust vents for bathrooms and showers
- Good working electrical, heating and air conditioning systems

## **Are there a maximum number of days that I can book my short term rental?**

A short term rental means renting to the same short term renter for up to 28 consecutive days. There is no limit to the number of times a space can be rented, just a maximum duration. Keep in mind that, if your property is zoned R-1 or R-2 your space must be rented to each short term renter for a MINIMUM of 7 consecutive days.

## **Are there other things I need to check before applying?**

Be sure to check that your property restrictive covenants, Home Owner's Association (HOA), landowner, landlord, etc., allow short term rentals. Some do not allow this type of use and you are responsible for confirming if it is allowed before applying with the City of De Pere as the City does not verify that for you. You are responsible for your property so be sure to double-check.

The Wisconsin Department of Agriculture, Trade and Consumer Protection website has a 4-page summary guide of Wisconsin laws for short term rentals. Below is a link to the document:

<https://datcp.wi.gov/Documents/ShortTermRentalGuidance.pdf>

**If you feel you have addressed all of the above, you may qualify to have a short term rental property in the City of De Pere!**