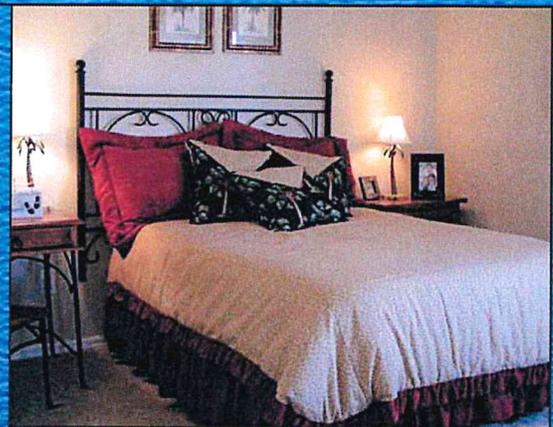


THINKING OF
RENTING OUT YOUR PROPERTY
FOR OVERNIGHT STAYS?



***Protect yourself by knowing Wisconsin's
laws for short term rentals.***

a collaboration of:
League of Wisconsin Municipalities
Wisconsin Counties Association
Wisconsin Department of Agriculture, Trade and Consumer Protection
Wisconsin Hotel & Lodging Association
Wisconsin Insurance Alliance

KNOWLEDGE IS THE KEY

Owners thinking of renting out a room, home, second home, investment property, cabin or basically any structure for overnight stays to the general public for a fee may not be aware of what they must do, by law, or what they may want to do to protect themselves, their property, and the guests paying to stay there. Each state is different in how such rentals are regulated, which makes it confusing for owners just wanting to start selling overnight stays at their property.

This guide offers the basics of what an owner needs to know before starting to rent out their property to the public, and the summaries are provided by a collaboration of experts in each facet of the rental operation, to ensure you know and can comply with various laws, and that you can take appropriate steps to avoid surprises for you or your guests that can have measurable safety or financial consequences. Each component provides references to further, more in depth information for you to explore. It is not intended as a comprehensive guide listing every consideration that may arise, but provides the highlights and entry level basics.

Every owner should review this guide when considering renting out their property for overnight stays, as knowledge is the key to protecting your investments.

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COMPLYING WITH MUNICIPAL LAWS

So, you have decided to become a short term rental landlord. All you need to do now is clean up the place, advertise and wait for the rental requests to roll in right?

Wrong.

Before you start to do any of those things, you must first make sure your short-term rental idea is legal in your community and what you need to do to keep it legal. This requires getting some answers to some critical questions:

- Do you have the right zoning for short-term rental?
- Does your community have a room tax ordinance?
- Are there different building code requirements for a property engaged in commercial activity in your community?

These are just a few questions that must be asked and answered before you start renting. In some smaller communities, one person at the village or city hall, might be able answer all of the relevant questions. In others, you may have to talk to several different officials. However, in most communities whether large or small, the best place to start is with your city or village clerk. If you live in an unincorporated area, you should check with your county land use department.

LICENSING FOR PUBLIC LODGING

The Wisconsin Department of Agriculture, Trade and Consumer Protection (DATCP) requires all lodging facilities in Wisconsin to hold a current license.

What counts as a lodging facility?

DATCP has several definitions for types of lodging facilities. They include:

- Hotel - A hotel is defined as "a place where sleeping accommodations are offered for pay to transients, in 5 or more rooms, and all related rooms, buildings and areas."
- Motel - Means the same as a Hotel except that guest parking is provided on premise as part of the room charge.
- Tourist Rooming House (TRH) - A TRH is defined as "all lodging places and tourist cabins and cottages, other than hotels and motels, in which sleeping accommodations are offered for pay to tourists or transients."
- Bed and Breakfast (B&B) – A B&B is defined as "any place of lodging that provides 8 or fewer rooms for rent to no more than a total of 20 tourists or other transients for more than 10 nights in a 12 month period, is the owner's personal residence, is occupied by the owner at time of rental, and in which the only meal served to guests is breakfast."

These definitions mention tourists or transients. DATCP has defined a tourist or transient as "a person who travels to a location away from his or her permanent address for a short period of time for vacation, pleasure, recreation, culture, business or employment." Notice that in the definition for tourists or transients a person has to be away from his or her permanent address in order to meet the definition. It does not matter if the tourist or transient is there for the season, the month, a week, a day or less. If it is rented to a tourist or transient, it will require a license.

Lodging facilities come in many forms. Common examples of lodging facilities requiring a DATCP license include: hotels, motels, B&B's, row houses, cabins, cottages, lodges, homes, condos or rental rooms located above a business.

Where do I begin?

Begin the process by contacting a DATCP licensing specialist. They will walk you through the process and help you determine the best license for your lodging operation. They can provide you with an information packet that will guide you through the licensing process. You can contact them by sending an e-mail to datcpdfslicensing@wisconsin.gov or by calling 608/224-4923. After you submit a license application, a Sanitarian will be assigned to your business. The Sanitarian is the inspector responsible for approving your lodging license. They assure that the lodging operation meets health and safety requirements.

Once you know who your Sanitarian is, arrange a time to meet with the Sanitarian at your facility. This arranged meeting is called a Pre-Licensing Inspection. During this inspection your Sanitarian will share with you the applicable code requirements that your structure must meet.

Depending on the type of structure, some of the common items of public health concern may include:

Proper building exits/escapes	Directions of escape	Facility cleanliness
Door locks	Proper linen and towel handling	Size of sleeping rooms
Proper disposal of garbage/solid waste	Proper wastewater disposal (black and gray water)	A recent water test report for private wells (bacteriologically safe)
Fire extinguisher number and placement, fire alarm systems	Smoke/carbon monoxide detector number and placement	Ventilation and combustion air for fuel fired appliances like furnaces, boilers, fireplaces, water heaters & dryers

— COLLECTING & REMITTING STATE, COUNTY AND LOCAL TAXES —

The Wisconsin Department of Revenue has issued public guidance on its website clarifying that the imposition of state sales tax and local room tax on the rental of overnight lodging applies, with the exception of annual sales of less than \$1,000: <https://www.revenue.wi.gov/taxpro/news/2016/160125.html>

It specifically states "Homeowners or other individuals who make rooms or lodging available to the public for periods less than one month, must report and pay Wisconsin sales tax on such rentals. This includes the short-term rental of a home, room, apartment, cabin, inn, motel, or any other building in which accommodations are made available to the public."

Wisconsin Statute 66.0615 provides the authority and requirements for a *municipal room tax*. If a Wisconsin municipality has imposed a local room tax, it is imposed "on the privilege of **furnishing, at retail**, except sales for resale, rooms or lodging to **transients** by hotelkeepers, motel operators and other persons furnishing accommodations that are available to the public." View the complete statute here: <https://docs.legis.wisconsin.gov/statutes/statutes/66/VI/0615>

Federal Income Tax from Renting Residential & Vacation Property

The Internal Revenue Service (IRS) has issued a summary page relating to Renting Residential and Vacation Property where they address the treatment of Rental Income. For their complete statement and their links to further, more extensive guides, such as IRS Publication 527 Residential Rental Property (Including Rental of Vacation Homes), go to <https://www.irs.gov/taxtopics/tc415.html>.

– PROPERTY RISKS, LIABILITY & OBTAINING INSURANCE COVERAGE –

If you are considering renting out your home, your guest room or even your couch your first step should be to **contact your insurance professional**. Online platforms for renting your property to the public for overnight stays, such as Airbnb, can be a great way to bring in extra money and are increasingly popular; however, they can also leave you financially vulnerable. If your renter starts a fire and damages your property or is hurt while renting your home, will you be protected?

Before embarking on a home or property rental financial arrangement, call your insurance professional and get their advice. In general, if you are only planning to rent your home out for a single occasion, many insurance companies will extend your coverage to the renter. **The one caveat is that the insurer must be notified ahead of time.**

It is not unusual for someone to rent out their home or part of it for a major event when there may not be enough hotel space available in the area. Many insurance companies take this situation into account when creating a homeowners or renters policy; other insurance companies may require the purchase of an endorsement to the policy to provide broader coverage for the renters in your home.

If you plan to rent out all or part of your home on a regular basis, many companies will consider this a business use. Standard homeowners and renters insurance policies are designed for personal risks, not commercial risks. In this case you will need to purchase a business policy—specifically either a hotel or a bed & breakfast policy. Some companies offer a home-sharing liability insurance policy that can be purchased on a month-to-month basis, but there may be exclusions and limitations, so read the policy carefully.

This compilation was possible thanks to submissions by experts at the state DATCP agency, the Wisconsin Hotel & Lodging Association, the League of Wisconsin Municipalities, the Wisconsin Insurance Alliance, and the Wisconsin Counties Association. Additional components may be added as more information is contributed.

Compilation Contact: Trisha Pugal, CAE, Wisconsin Hotel & Lodging Association
pugal@wisconsinlodging.org

December 2016

(y) Short-Term Rental (Ord. No. 19-01) (Ord. No. 19-16) (Ord. No. 20-04)

Description: Includes all lodging places and tourist cabins and cottages, other than hotels and motels, in which sleeping accommodations are offered for pay to tourists and transients for more than 6 but fewer than 29 consecutive days. It does not include private boarding houses or rooming houses not accommodating tourists or transients, or bed and breakfast establishments regulated under ACTP 73. (Ord. No. 19-16)

1. Permitted by Right: All zoning districts where “residential dwellings” are permitted as that term is defined in Section 66.1014, Wis. Stats. (Ord. No. 19-16)

a. Land Use Requirement: (Ord. No. 19-09)

A Short-Term Rental shall only be located as an Accessory Land Use within zoning in districts that allow “residential dwellings” as that term is defined in Section 66.1014, *Wis. Stats.*

b. Annual City License Required:

Short-Term Rental shall operate only during the valid period of an Annual City of Lake Geneva Short-Term Rental License (hereinafter “annual license”) for each consecutive 365-day period. If the Short-Term Rental is transferred or there is any change of ownership of the Short-Term Rental during the valid period of an annual license, the license may only be assumed by the Transferee for the remaining period of the license. Operating a Short-Term Rental without a current version of a valid annual license shall be considered a violation of this Zoning Ordinance, and subject to the penalties of Section 98-936. The following information shall be provided on an annual basis, prior to issuance of said annual license.

- i. Completed City of Lake Geneva Short-Term Rental Application, which includes the property owner name, address, and phone number; the designated operator’s name, address, and phone number; the period of operation of up to 180 days in a 365-day period, which must be consecutive;
- ii. A current floor plan for the Short-Term Rental at a minimum scale of one-inch equals 4 feet, and Site Plan of the property at a minimum scale of one-inch equals ten feet showing on-site parking spaces and trash storage areas;
- iii. General Building Code Inspection by City, and submittal of Official Building Code Inspection Report with no outstanding compliance orders remaining;
- iv. Fire Code Inspection by City, and submittal of Official Fire Code Inspection Report with no outstanding violations. (19-16)
- v. Proof of valid property and liability insurance for the dwelling unit;
- vi. State of Wisconsin Tourist Rental House License;
- vii. Seller’s Permit issued by the Wisconsin Department of Revenue;
- viii. City of Lake Geneva Room Tax Permit;
- ix. City of Lake Geneva General Business License;
- x. Payment of an Administrative Fee, set by City Council resolution, to cover the costs to the City of administering the above.

The City of Lake Geneva Short-Term Rental License shall be issued with the completion of the above requirements and compliance with the City’s Room Tax Ordinance.

c. Property Management Requirements:

Each Short-Term Rental shall be managed consistent with the following requirements:

- i. The total number of days of operation within any 365-day period of an annual license shall not exceed 180 consecutive days. This period of Short-Term Rental Operation shall be specified by the property owner in the required Lake Geneva Short-Term Rental Application.
- ii. The Minimum Rental Period shall be a minimum of seven consecutive days by anyone party.
- iii. The Maximum Rental Period within a 365-day period of an annual license shall be no more than 180 consecutive days.
- iv. Similar facilities in which single-family detached homes are available for less than seven days, more than 180 days, or throughout the year, are a different land use that falls within the Indoor Commercial Lodging land use category.
- v. The Maximum Number of Occupants shall not exceed the total number licensed by the State of Wisconsin or two per bedroom plus two additional occupants, whichever is less.
- vi. The Short-Term Rental shall be operated by the property owner or by a property manager explicitly designated in the valid Lake Geneva Short-Term Rental Application as the "Designated Operator".
- vii. The property owner's and the Designated Operator's names, addresses, and 24-hour phone numbers shall be provided in the City of Lake Geneva Short-Term Rental Application and shall be updated within 24 hours upon any change in the property manager or the property manager contact information.
- viii. The Designated Operator must reside within, or have their business located within 25 miles of the Short-Term Rental parcel.
- ix. The Designated Operator must be available by phone 24 hours, seven days a week, during the period of operation designated in the Lake Geneva Short-Term Rental Application.
- x. Each Short-Term Rental shall provide and maintain a Guest Register and shall require all guests to register their true names and addresses before allowing occupancy. The Guest Register shall be kept intact and available by the Designated Operator for inspection by representatives of the City for at least one year from the day of the conclusion of the period of operation.
- xi. Each Short-Term Rental shall maintain the following written Business Record for each rental of the Short-Term Rental: the true names and addresses of any person renting the property, the dates of the rental period (which must be a minimum of seven consecutive days), and the monetary amount or consideration paid for the rental. The Business Record shall be kept intact and available by the Designated Operator for inspection by representatives of the City for at least one year from the day of the conclusion of the period of operation.
- xii. Short-Term Rental License and emergency contact information must be

posted in a conspicuous area within the property at all time.

d. Property Operational Requirements:

Each Short-Term Rental shall be operated per the following requirements:

i. The "Requirements for Short-Term Rental Guests" form provided by the City of Lake Geneva to summarize City requirements for Short-Term Rental, and the Site Plan for the subject property clearly depicting guest parking spaces and the rear yard, shall be posted on the inside of the front door of each Short-Term Rental throughout its period of operation.

ii. Parking Requirements:

a. A minimum of two off-street parking spaces shall be provided on the subject property for each Short-Term Rental. If the Short-Term Rental provides three or more bedrooms, an additional on-site parking space is required for each additional bedroom over two, plus one space for each employee on the largest shift if applicable.

b. All guest parking for vehicles and trailers shall be within a parking space designated on the Site Plan, on an area paved with concrete or asphalt.

c. All guest vehicles and trailers may only park on-site. Street parking for guests is not permitted.

d. No parking is permitted on gravel, lawn, or planter bed areas.

iii. Site Appearance Requirements:

a. Aside from a changing mix of guests and their vehicles, there shall be no evidence of the property being used as a Short-Term Rental visible on the exterior of the subject property.

b. No exterior sign age related to the Short-Term Rental is permitted, other than the property address.

c. No outdoor storage related to the Short-Term Rental land use is permitted, except for typical residential recreational equipment, seating, and outdoor cooking facilities which are permitted only within the rear yard.

d. No recreational vehicle, camper, tent, or other temporary lodging arrangement shall be permitted to accommodate guests.

iv. Neighborhood Impact Requirements:

a. No outdoor activity shall occur between the hours of 10:00 p.m. and 7:00 a.m.

b. At all times, no noise, lighting, odor or other impacts from the subject property shall be detectable at the property line at levels exceeding the requirements of Article VII of the Lake Geneva Zoning Ordinance.

c. No vehicular traffic shall be generated by the Short-Term Rental at levels exceeding those typical for a detached single-family dwelling unit.

v. Short-Term Rental Advertising:

- a. No outdoor advertising is allowed on the subject property.
 - b. The Short-Term Rental shall not be advertised for availability in any form of media unless the required City of Lake Geneva Short-Term Rental License has been issued.
- e. Access and Inspections (Ord. No. 20-04)
- i. The City shall be authorized at all reasonable times upon reasonable notice to the owner, and with either the owner's consent or a special inspection warrant under Wis. Stat. Sec. 66.0119, except in cases of emergency where no special inspection warrant is required, and as provided in Sec. 66.0119(2), Wis. Stats., to enter and examine any building, structure, or premises, for the purpose of ensuring compliance with this ordinance. If the owner declines to consent to an inspection without a warrant, the City may not conduct an inspection under this section without first obtaining a special inspection warrant under Wis. Stat. Sec. 66.0119 except in cases of emergency where no special inspection warrant is required, and as provided in Sec. 66.0119(2), Wis. Stats. The owner, agent or occupant of any such premises who refuses to permit, or prevents or interferes with any entry into or upon the premises by any such inspector with a special inspection warrant or in cases of emergency where no inspection warrant is required and as provided in Sec. 66.0119(2), Wis. Stats., shall be in violation of this section. It is not a violation of this section to refuse to grant voluntary consent to an inspection.
 - ii. The City has adopted the Knox Box key box system providing for the installation of miniature vaults that are placed upon the exterior buildings, gateposts or other applicable locations. Contained within the vault are the keys that will allow access to the Short-Term Rental in emergency situations.
 - iii. Designated Operators and Owners are encouraged, but not required to install the Knox Box Systems on their Short-Term Rentals. Designated Operators and Owners of Short-Term Rentals acknowledge that the City shall not be obligated for damages occurring to Short-Term Rentals in the event emergency access to a Short-Term Rental is required and there is no Knox Box System installed on the property.
- f. Penalties and License Revocation
- i. Violations of the requirements for Short-Term Rental, the provisions of the Short-Term Rental License, and all other of this subsection (y) are subject to separate daily fines per Section 98-936. Citations for violations of this ordinance will be issued to, and will be the responsibility of, the property owner.
 - ii. The Annual Short-Term Rental License may be revoked for more than two violations of the requirements specific to Short-Term Rental, the License, or the remainder of this Zoning Code. Short-Term Rental operators found non-compliant with the terms of this subsection (y) shall be considered in violation and shall be subject to all applicable penalties up to and including revocation of their Short-Term Rental License.



CITY OF LAKE GENEVA

Process Required for - Short-Term Rentals

Licensing Period: Annual beginning on date of registration

APPLICATION WILL NOT BE ACCEPTED FOR PROCESSING UNTIL ALL REQUIRED DOCUMENTS AND PAYMENTS LISTED BELOW ARE SUBMITTED:

1. Completed City of Lake Geneva - Short-Term Rental Application Form
2. Provide a current floor plan for the Short term rental house at a minimum scale of one-inch equals 4 feet, and Site Plan of the property at a minimum scale of one inch equals ten feet showing on-site parking spaces and trash storage areas
3. Provide Proof of Valid property and liability insurance for the dwelling unit (appropriate proof showing home is used for a short-term rental)
4. Provide a State of Wisconsin Tourist Rental House License
5. Provide a Seller's Permit issued by the Wisconsin Department of Revenue
6. Completed City Room Tax Application Form with payment of \$10.00
7. Completed City Business license Application with payment of \$25.00
8. Payment of Administrative Fee currently \$750 annually

ONCE PERMIT IS RECEIVED, THE PERMIT IS SUBJECT TO:

9. General Building Code Inspection by City, and submittal of Official Building Code Inspection Report with no outstanding compliance orders remaining
10. Fire Code Inspection by City, and submittal of Official Fire Code Inspection Report with no outstanding compliance orders remaining

ONCE PERMIT IS ISSUED, THE PROPERTY OWNER OR PROPERTY MANAGER SHALL:

11. Remit monthly Room Tax Receipts using the City of Lake Geneva Room Tax Receipts Monthly Report (even if zero) to the Lake Geneva City Treasurer
12. Post City of Lake Geneva "Requirements for Short Term Rental Guests" Form and Site Plan on the inside of the front door
13. Notify the City Clerk of any change in Designated Operator contact information
14. Have a Designated Operator living within 25 mile of Tourist Rooming House and available by phone 24 hours, seven days a week, during the Period of Operation
15. Maintain a Guest Register and Business Records

LICENSES ARE ISSUED FOR A ONE YEAR PERIOD EXPIRING ON your registration date AND MUST BE RENEWED ANNUALLY



OFFICE OF THE CITY ZONING ADMINISTRATOR & BUILDING INSPECTOR

FRED WALLING
626 Geneva Street
Lake Geneva, WI 53147
262.248.3911 • bzadmin@cityoflakegeneva.com

**Short Term Rental – (STR)
(Renting 7 – 29 consecutive days)**

Lake Geneva Property Owners that are looking to rent out your “Residential Dwelling” within the City of Lake Geneva, City of lake Geneva Zoning Code 98-206 (8) (y) requires participation in the Short term rental (STR) Program.

The program guidelines are defined below in conjunction with the Wisconsin Department of Agriculture, Trade and Consumer Protection (DATCP) - in addition to the Lake Geneva Zoning Codes & Municipal Ordinances.

Materials Needed for Compliance Prior to Renting

(Materials needed in order as listed, prior to Lake Geneva application submittal)

1. Contact Wisconsin Tourist Rental House License specialist (DATCP)
Email datcpdfslicensing@wisconsin.gov 608-244-4923 – **(State of Wisconsin Tourist Rental House License & approved Wisconsin Sanitarian Inspection documents in hand when submitting to Lake Geneva).**
2. Wisconsin Department of Revenue – **(Wisconsin Sellers Permit)** – State Sales Tax – https://datcp.wi.gov/Pages/Programs_Services/TouristRoomingHouses.aspx
3. FYI - Federal Internal Revenue Service (IRS) – IRS publication 527 Residential Rental Property – publication link - <https://www.irs.gov/pub/irs-pdf/p527.pdf>
4. Current Copy of Home Owners Insurance – **shall identify on the verification letter from the insurer**, the property is being used as a “Wisconsin Tourist Rental House – Short Term Rental”
----- Once completed with above requirements - next step Lake Geneva -----

5. Lake Geneva – City Room Tax Application – City Clerk’s office
6. Lake Geneva – City Business License Application -- City Clerk’s Office
 - a. Tourist Rental House License (issued by the State)
 - b. Approved Sanitarian Inspection (issued by the State)
 - c. Wisconsin Sellers Permit (issued by the State)
 - d. Insurer Document – Identifying the property is being used as a Wisconsin Tourist Rental House
 - e. Short term rental Application \$750.00 annual fee for each consecutive 365-day period
 - f. Site Plan and Floor Plan of the property
 - g. Knox Box installed on front of property (optional)
7. Lake Geneva Building and Zoning Inspection
8. Lake Geneva Fire Department Fire Inspection

*****Prior to Listing the Property for Rent** - When all above document requirements, fees, and inspections have been received and passed, only then can the property be listed on common sites such as Airbnb, Homeaway, VBRO, etc., or any other conventional listing venues.***

Thank you,
Fred Walling
Zoning Administrator & Building Inspector
262-248-3911
bzadmin@cityoflakegeneva.com

Reference Links:

Wisconsin

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

Federal

<https://www.irs.gov/pub/irs-pdf/p527.pdf>



CITY OF LAKE GENEVA

Short Term Rental (STR) Application

SHORT TERM RENTAL HOUSE INFORMATION

Property Address _____ in the City of Lake Geneva, WI

Period of Operation _____
(Up to 180 consecutive days)

APPLICANT INFORMATION

Applicant Identity: Owner Property Manager
(If property manager, written permission to operate Short Term Rental from Property Owner must be attached)

Name _____
(Last, First, Middle)

Mailing Address _____ City _____ State ____ Zip _____

Phone Number _____ Email _____

Maximum Occupancy for Premise _____
(Total number of occupants licensed by the State of Wisconsin or two per bedroom plus two additional occupants, whichever is less)

PROPERTY OWNER INFORMATION SAME AS APPLICANT

Name _____
(Last, First, Middle)

Mailing Address _____ City _____ State ____ Zip _____

24-hour Phone Number _____ Email _____

DESIGNATED OPERATOR SAME AS APPLICANT

Name _____
(Last, First, Middle)

Mailing Address _____ City _____ State ____ Zip _____

24-hour Phone Number _____ Email _____

◆◆ continued on next page ◆◆

Please include the following REQUIRED items with this application
(Application cannot be submitted without all items included)

1. Completed City of Lake Geneva Short Term Rental (STR) Application Form.
2. Provide a current floor plan for the Short Term Rental at a minimum scale of one-inch equals 4 feet, and Site Plan of the property at a minimum scale of one inch equals ten feet showing on-site parking spaces and trash storage areas.
3. Provide Proof of Valid property and liability insurance for the dwelling unit.
 - (appropriate proof showing home is used as a Short Term Rental)
4. Provide a **State of Wisconsin Tourist Rental House License**.
5. Provide a **Seller's Permit issued by the Wisconsin Department of Revenue**.
6. Completed City of Lake Geneva Room Tax Permit and pay applicable fee.
7. Completed City of Lake Geneva business license application and pay applicable fees.
8. Payment of Administrative Fee of \$750.00 annual license for each consecutive 365-day period.

I certify that I have read the foregoing answers and the same are true to the best of my knowledge. I understand that any Short term rental license is required to comply with all provisions of Ordinance 19-16 of the City of Lake Geneva and I hereby certify that the property meets those ordinance/code requirements. I hereby additionally designate the listed Designated Operator as an agent for the purposes of accepting service of process in any civil action arising out of/or in conjunction with the use of this license, in the event I cannot, after reasonable effort, be served personally.

Applicant Signature _____ **Date** _____

LAKE GENEVA MUNICIPAL CODE SECTION 14-139 No license, certificate, or permit shall be granted for any premises for which taxes, assessments or other claims of the City are delinquent and unpaid or to any person delinquent in payment of such claims to the City.

For Office Use Only

Date Filed: _____ *Receipt Number:* _____ *Total Amount:* \$ _____

Date forwarded to Fire Dept.: _____ *Fire Inspector Approval:* _____

Date forwarded to Building Dept.: _____ *Building Inspector Approval:* _____

Notes/conditions: _____

Date License issued: _____ *License Number:* _____ *Copy to: Finance*

City Clerk's Office
626 Geneva Street
Lake Geneva, WI 53147
(262) 248-3673
www.cityoflakegeneva.com

CITY OF LAKE GENEVA

BUSINESS LICENSE APPLICATION



\$25.00 Annual Fee

Annual License Expires **June 30th** Each Year

Please fill in the blanks completely, as incomplete applications will be rejected.

Please Check: New Business New Owner Name Change Renewal
 Location Change - Must be approved by Building & Zoning Dept prior to application

APPLICANT & BUILDING INFORMATION

Business Name: _____

Business Address: _____ Suite/Unit #: _____

Email: _____ Phone: _____

Business Owner(s) Name: _____

Business Owner(s) Email: _____ Phone: _____

Business Owner(s) Home Address: _____

Local Contact Person for Business (if different): _____

Email: _____ Phone: _____

Building Owner Name: _____ Address: _____

Building Owner(s) Email: _____ Phone: _____

Has the Building Owner approved the use of the space for your business? YES NO

Type of business: _____

Opening date (new businesses only): _____

Is the property currently vacant? YES NO Is this a Home Based Business? YES NO

Are there any improvements planned to the existing property? YES NO

**If yes, please explain* _____

Have you spoken with the Building & Zoning Administrator regarding your business? YES NO

DATE: _____

BUSINESS OWNER SIGNATURE

For Office Use Only

Date Filed: _____ Receipt Number: _____ Total Paid: \$ _____

Date forwarded to Building Dept: _____ Building Inspector Approval: _____

Date forwarded to Fire Dept: _____ Fire Inspector Approval: _____

Copy of Application forwarded (emailed) to Police Dept _____

Verified: Stark MSI Notes/conditions: _____

Date License issued: _____ License #: _____

Copies to: Assessor, Chamber



CITY OF LAKE GENEVA

ROOM TAX PERMIT APPLICATION

PLEASE FILL IN ALL BLANKS COMPLETELY, AS INCOMPLETE APPLICATIONS
WILL BE REJECTED. PERMIT EXPIRES ON JUNE 30TH.
NON-REFUNDABLE FEE OF \$10.00 IS DUE UPON APPLICATION.

APPLICANT INFORMATION

Owner or Operator Name: _____
Last First Middle

Business Name: _____

Mailing Address: _____

City, State, Zip: _____

Phone: _____

E-mail Address: _____

Number of Rooms: _____

APPLICANT SIGNATURE

_____ DATE: _____

Complete and Submit Application to:

*City Treasurer
City of Lake Geneva
626 Geneva Street
Lake Geneva, WI 53147*

For Office Use Only

Date Filed: _____

Receipt No: _____

Total Amount: _____