

Thank you for contacting the Oneida County Health Department with your inquiry on licensing a Tourist Rooming House (TRH) (short-term lodging rental).

Here are the steps you will need to take.

1. You will need to ensure you meet other requirements such as but not limited to:

- Zoning: Contact the Oneida County Planning and Zoning Office at 715-369-6130 or municipal or township clerk to verify all local requirements.
- If Planning and Zoning requires an Administrative Review Permit for short-term rentals at your property, this must be attained prior to licensing with the Health Department.
- Sellers Permits-- Obtained through Department of Revenue:
<https://www.revenue.wi.gov/Pages/faqs/pcs-seller.aspx>
- Room tax -- Several local municipalities require their own permits for a vacation rental and some charge separate room tax. Visit your local municipality website or call your local town clerk to determine room tax and other municipality permitting.

2. Make sure your TRH is ready for licensing:

- Read DATCP lodging Code:
http://docs.legis.wisconsin.gov/code/admin_code/atcp/055/72
- A yearly well water sample is required for all private wells. OCHD can collect your water sample at the time of inspection. Cost for bacteria testing is \$25. Homeowners may also complete the water sampling themselves and have it analyzed through a state certified lab. Here is a link to approved water testing labs:
<http://dnr.wi.gov/topic/wells/privatewelltest.html>
- Use attached handouts to help you correctly place smoke and carbon monoxide detectors and ensure safety requirements of bunk beds and decks.
- Residential whirlpools and swimming pools must be locked and inaccessible to guests during their stay, unless they meet commercial standards and are licensed. ** This will be verified during the Pre Licensing Inspection. Fill and drain jetted bath tubs are allowable.

3. Apply for a license

- Complete the attached Recreational License Application for Oneida County Health Department
- Submit the application and payment by mail to Oneida County Health Department, 100 W. Keenan St, Rhinelander, WI 54501, as listed at the top of the form.
- Annual license fee for a TRH is \$110. A one-time Pre Inspection fee for all newly licensed TRH's, or a change in ownership of an already licensed TRH, is \$300.

4. Scheduling an inspection

- It will take a minimum of 10 business days to process your application. Applications are processed in the order they are received; there is no expedited licensing feature.
- An inspector will contact you by phone or email, as indicated on your application, when approval has been received from Planning and Zoning and your town board. The inspector will set up a date and time with you for the licensing inspection.
- Licenses will not be issued until proper permits are received from Planning and Zoning.
- Operating your TRH without a license from Oneida County Health Department will incur an Operating Without A License fee of \$749.00, and/or citations in the amount of \$280.50 for each and every day the situation exists.

Thank you for reviewing the attached materials. Please call or email us with any additional questions.