



LICENSING GUIDE FOR A TOURIST ROOMING HOUSE

Do I need a license to rent out my home?

Yes, a license is required. Wisconsin State Statute **254.61 (6)**

Tourist rooming house "means any lodging place or tourist cabin or cottage where sleeping accommodations are offered for pay to tourists or transients."

254.64 (1) (a) No person may conduct, maintain, manage or operate...a tourist rooming house...if the person has not been issued an annual permit by the department.



→ Follow these steps to work towards obtaining a lodging license:

1. TOWN: Contact the Township, Village, or City for any local requirements regarding conditional use or zoning permits that may be required.
2. COUNTY ZONING: Contact Chippewa County Planning and Zoning at [\(715\) 726-7940](tel:7157267940) to determine if a land use permit must be submitted.
3. SEPTIC APPROVAL: Contact Chippewa County Planning and Zoning at [\(715\) 726-7940](tel:7157267940) to determine if the septic system is rated for appropriate use. Documentation of approval (permit, email, zoning letter, etc.) is required to be submitted with your lodging application.
4. WATER TESTING: If a private well is used the well must be constructed, maintained and operated according to NR812. The water must also be tested annually for coliform. This will be reviewed during your annual health inspection.
5. APPLICATION: Complete the lodging license application within 30 days and pay the required license fees found on Chippewa County Department of Public Health website, <https://www.chippewacountywi.gov/government/public-health/food-safety-recreational-licensing/hotels-motels-tourist-rooming-houses>.
6. INSPECTION: Contact a Chippewa County Environmental Health Specialist for an onsite inspection based on scope of rules in ATCP 72.
7. OPEN: Start to rent out your tourist rooming house.

Further questions please contact: Chippewa County Department of Public Health at
(715) 726-7900.