



Life comes **NATURALLY** here

City of Oconomowoc
174 E. Wisconsin Ave. - P.O. Box 27
Oconomowoc, WI 53066

License Expires Each Year on June 30	
Type	Fee
<input type="checkbox"/> New	\$100
<input type="checkbox"/> Renewal	\$50

Short-Term Rental Application

This application must be submitted with all other required documents and fees (paid in full) in order to be accepted

License Period: July 1, 20 ____ to June 30, 20 ____

Short-Term Rental (STR) Site Information

Address:	Parcel ID No.:
Maximum Capacity:	State Lodging License No.*:
DATCP Inspection Date:	WI Seller's Permit No.*:

**Copies of permits/licenses must be included with application*

Owner Information

Name:		Address:	
Phone:	Emergency #:	Email:	

Will the owner of the property serve as Property Manager? YES NO**

***If no, complete Property Manager Information section below*

Property Manager Information (If not Owner)

Name:		Address:	
Phone:	Emergency #:	Email:	

Items to Submit with New Application – Required at the time of Submittal:

- Copy of State of Wisconsin License for a Tourism Rooming House License issued under Wis. Stat. Sec. 254.64
- Copy of completed State Lodging Establishment Inspection form dated within one year of the date of issuance or renewal
- Copy of Seller's Permit from the Department of Revenue

Items to Submit with Renewal Application – Required at the time of Submittal:

- Written certification that a guest register has been kept as required by the Wisconsin Administrative Code

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 shall comply with all provisions of City of Oconomowoc Code Chapter 29, and I hereby certify that the property meets those requirements and I will comply with those requirements, and also comply with the City of Oconomowoc Code Chapter 3.08. I hereby additionally designate the Property Manager, if any, as an agent for the purpose of accepting service of process in any civil action arising out of/or in conjunction with the use of this license. City of Oconomowoc Code Section 29.05 requires that every applicant must disclose on his or her application for any license any and all amounts of money owed to the City by the applicant or the property's prior owner. Any application failing to disclose such debts will not be issued a license until all debts are paid in full. I hereby further certify that I do not have any outstanding debts owing to the City of Oconomowoc. All information required above is current and in conformance with applicable state and local laws and ordinances.

Owner Signature: _____ Date: _____

Remit Application, fees and all other required documents to the City Clerk

For Office Use Only

Date Received: _____ Fees Paid: _____ Licenses No.: _____

Outstanding Debt: _____ License Denial Date: _____

Clerk Signature: _____ Date: _____