

City of Sturgeon Bay

Tourist Rooming House

License Application

STAFF USE:

License Number: _____

Date Issued: _____

Valid Thru: June 30, _____

	Applicant/Agent	Legal Property Owner (if different)
Name		
Company		
Mailing Address		
City/State/Zip		
Daytime telephone		
Email		

(Check one) ☐ New Permit ☐ Renewal Permit

Beginning April 7, 2027, Tourist Rooming House (TRH) license applications must be submitted no later than June 23 of each licensing year to allow adequate processing time prior to license expiration. No applications will be processed for a licensing period beginning July 1 without a valid WDATCP license covering the requested licensing period. For example, applications submitted with a WDATCP license expiring June 30 of the current year will not be accepted for a July 1 license period. An automatic late fee of \$100 will be assessed for all renewal applications received after June 23. This fee must be paid prior to the issuance of the TRH license. Operation of a Tourist Rooming House without a valid City permit may result in penalties as established by Section 25.04 of the City of Sturgeon Bay Municipal Code.

Street Address of Tourist Rooming House: _____

☐ Check if this is your primary residence Type of Rental: ☐ 6 or fewer days ☐ 7 or more

Parcel Number: _____ Number of rental units _____ (\$200 fee per rental unit): _____

Sales and Use Tax Number (if applicable): _____

Door County Tourism Zone Permit Number: _____

IN ORDER FOR YOUR APPLICATION TO BE PROCESSED, YOU MUST SUBMIT:

- Proof of insurance on the property to be used as a Tourist Rooming House.
- A copy of your Tourist Rooming House license issued by the Wisconsin Department of Agriculture, Trade and Consumer Protection (WDATCP) for the requested licensing period.
- \$200 check made out to the City of Sturgeon Bay **FOR EACH RENTAL UNIT.**

MUNICIPAL ZONING CODE 9.05: The owner/operator must reside within a ninety (90)-minute driving time of the tourist rooming house, as determined by an internet-based mapping program during periods in which the tourist rooming house is rented unless there is a valid management contract with a management company located within the ninety (90)-minute driving time referenced above.

Does the owner/operator reside within a ninety (90)-minute driving time of the tourist rooming house, as determined by an internet-based mapping program during periods in which the tourist rooming house is rented?

☐ Yes ☐ No **If no, you must attach a management plan.**

Signature of Applicant

Date

CITY STAFF REVIEW – City Clerk

Comments: _____

City Clerk

CITY STAFF REVIEW – Police Department

Comments: _____

Police Dept. Representative

CITY STAFF REVIEW – Fire Department

Comments: _____

Fire Department Representative

CITY STAFF REVIEW – Community Development

Current Zoning Classification: _____

Parcel ID Number: _____

Comments: _____

Community Development Department Representative

Final:

☐ **Approve**

☐ **Deny**