



**Tourist Rooming House Permit - Renewal**

Pursuant to Village Ordinance Chapter 11  
To be filed no later than May 1<sup>st</sup> of each year

**License Type:**

- Renewal Application Fee - \$100
- Building Inspection Fee - \$100
- Fire Inspection Fee - \$100
- Resident Agent Fee, if applicable - \$50

**Applicant Information**

Property Owner Name (First, Middle Last):

Property Owner Address:

City, State and Zip Code:

Property Owner Telephone Number:

Property Owner Email Address:

Lodging Facility Physical Address:

Name of responsible agent (if applicable):

Telephone number of Agent:

Email Address of Agent:

**Attachments**

The following must be attached to each application annually or the application will be considered incomplete and returned:

- Proof of liability insurance - *must be a commercial general liability, or hotel or short-term rental policy that specifically covers liabilities arising from rental of the tourist rooming house for short-term rentals. No less than \$1,000,000 per occurrence*
- Copy of Wisconsin Seller's permit issued through the Wisconsin Department of Revenue

The following must be submitted only if there have been changes since the previous application:

- A Nuisance Response Plan
- Site Plan - must include location, number of units, number of people in each unit, dimensions of all rooms and common areas, laundry facilities, restroom facilities, onsite parking dimensions
- Responsible Agent Application (if applicable) - If the property is not your primary residence, and you reside outside a 30-mile radius from the tourist rooming house, or you will be absent while the property is rented, you must appoint an agent
- Authorization of Condominium Association (if applicable)

**Certification**

To the Village of McFarland, Dane County, State of Wisconsin, that I the undersigned, understand that by applying for this housing permit, that I am bound to all Municipal Codes including Chapter 11 and any other codes or regulations that may apply. I also grant that an inspection of this property be conducted by the Village Housing Inspector prior to approval of this permit.

Signature of Applicant:

Date:

**Special Note:** A copy of the Hotel/Motel/Tourist Rooming House License issued by Public Health Madison and Dane County effective July 1<sup>st</sup> of the current calendar year must be submitted with the 2<sup>nd</sup> Quarter Room Tax filing. For more information visit: <https://www.publichealthmdc.com/environmental-health/licensing-permits/places-to-stay/short-term-rentals>.