

**Wisconsin State Statute requires that all short-term rental properties have the proper licensing from the Wisconsin Department of Agriculture, Trade and Consumer Protection (DATCP) and local municipal permits.**

**Q: How do I obtain the proper licensing?**

**A: (Step 1)** To ensure you have the proper state licensing, please use the following link or contact information to obtain information from the Department of Agriculture, Trade & Consumer Protection.

Form: <https://form.jotform.com/211605752728053>

Phone number: (608) 224-4923

Email Address: [datcpdfslicensing@wisconsin.gov](mailto:datcpdfslicensing@wisconsin.gov)

**This is an annual license.**

**Q: On the application, I am noticing that there are different categories of lodging depending on number of rooms? What do I choose?**

**A:** State law considers each private rental 1 unit. For example, if you have 1 home that has 5 bedrooms, that property would be considered one room and would fall under the "Tourist Rooming House" category.

**Q: What if I have trouble with the application or do not understand something...who should I reach out to?**

**A:** Below is the appropriate contact information for all questions relating to state licensing for short-term rentals:

- DATCP phone number: (608) 224-4923
- DATCP Email Address: [datcpdfslicensing@wisconsin.gov](mailto:datcpdfslicensing@wisconsin.gov)
- Website link to licensing programs:  
[https://datcp.wi.gov/Pages/Programs\\_Services/TouristRoomingHouses.aspx](https://datcp.wi.gov/Pages/Programs_Services/TouristRoomingHouses.aspx)
- WI Admin Code relating to Hotels, Motels, Tourist Rooming Houses:  
[https://docs.legis.wisconsin.gov/code/admin\\_code/atcp/055/72](https://docs.legis.wisconsin.gov/code/admin_code/atcp/055/72)

**Q: Are there any other permits needed to operate my short-term rental legally?**

**A: (Step 2)** Yes, the last permit requirement is a "Short-term Rental Permit" through your local municipality. This permit has a fee and ensures that your municipality has record of all short-term rentals operating within its municipal boundaries. This is an **annual permit**. If you are operating multiple rentals in multiple municipalities, you will need to complete a permit application for each property in each municipality you are operating within. Applications can be found on each municipality's website.

**Q: Great, now that I have the proper licensing and permits, how do I know I am paying the appropriate taxes (Room Tax and Sales Tax)?**

**A: (Step 3)** Good question, if an owner of a short-term rental is exclusively using online rental platforms such as VRBO, AirBnB, Home and Away, etc... It is likely that the room tax and sales tax is automatically being paid. Room tax may be automatically sent to your municipality through your agreement with those companies. We recommend reading through your agreement to ensure room tax is being accounted for.

All short-term rentals must remit sales tax to the Wisconsin Department of Revenue. To apply for a seller's permit, you must register with the DOR using this link → <https://tap.revenue.wi.gov/BTR/>

**Q: What if I rent my property and do not use the larger online platforms as mentioned above?**

**A: (Step 4)** If you do not use an online rental platform that automatically pays your room tax and sales tax, **it will be your responsibility to make that payment to your municipality** (Room Tax) and the State of Wisconsin (Sales Tax). Taxes should be paid on a quarterly basis. Visit the below link for information on how to apply for a "seller's permit" through the Wisconsin Department of Revenue.

<https://www.revenue.wi.gov/Pages/FAQS/pcs-seller.aspx>

Northern Oconto County Room Tax Commission  
Monday, February 12, 2024  
11:30 A.M.  
Doty Town Hall

1. Call to Order: Jayme Sellen, Oconto County Economic Development Executive Director (dba TEDCOR), called the meeting to order at 11:30am.
2. Roll Call: Andrew Stemp, Doty, Skip Maletzke, Mountain, Phillip Christenson, Breed, Linda Ziegler, Townsend, Gina Martell, Townsend, Chuck DeMoulin, Townsend, Sarah Losuro, Mountain, Ann Maletzke, Mountain, Kesler Frisch Mountain/Lakewood and Chris Deau, Mountain were in attendance.
3. Election of Officers: Ziegler made the motion to nominate Gina Martell as interim Chairperson, 2<sup>nd</sup> by Christenson – M/A. Christenson made the motion to nominate Andrew Stemp as interim Vice Chairperson, 2<sup>nd</sup> by S. Maletzke – M/A. Martell made the motion to nominate Ziegler as interim Secretary, 2<sup>nd</sup> by Stemp – M/A.
4. Review, discuss and possible action of RTC Bylaws: Shall the name of the tax commission be changed...it's not a great acronym. This one identifies who we are, additional towns can join. Leave as the NOORTC.  
Bylaw Article IV, Section 4.06 change wording "All Room Tax returns, schedules, exhibits, or writings ~~or audit reports~~ relating to such returns..."  
Article V, Section 5.01, "...shall be held at ~~the~~ a general meeting..."  
Article V, Section 5.03, "...by the Chairperson ~~upon~~ with no less than..."  
Article V, Section 5.04, "...at time of such meeting ~~upon~~ with no less than..."  
Christensen made the motion to accept the By-Laws as amended, 2<sup>nd</sup> by Martell – M/A.
5. Review, Discuss and possible action on Tourism Entity Agreement: Item #2, S. Maletzke stressed that this commission should be very involved in the promoting and development and attraction to this tourism zone. It is important that 70% of the revenue stays in the northern part of Oconto County. Sellen said that TEDCOR will develop a work plan that will depend on the revenue generated by the room

tax. This commission can discuss opportunities throughout the year not just during their quarterly meetings.

Sellen will figure out the fixed costs for TEDCOR as the process progresses.

Stemp made the motion to approve the Tourism Entity Agreement, 2<sup>nd</sup> by Christensen – M/A

6. Discuss Hospitality Representation: Since 4 out of Five towns have not picked their Commission representatives, we should put off choosing the Hospitality Representative until the next meeting. Stemp made the motion to table selection two Hospitality Representatives until the March meeting, 2<sup>nd</sup> by Christensen, - M/A
7. The Next meeting will be Monday, March 25, 2024, at the Bill Lazansky Community Center, 13412 Hwy 32 & 64, Mountain, WI. @ 11:30 A.M.
8. Christensen made the motion to adjourn at 1:35, 2<sup>nd</sup> by Martell – M/A

*Minutes submitted by Linda Ziegler,  
Interim Secretary*