

Short Term Rental Application

Property Owner:

Name:	Phone #:
Property Address:	Cell Phone #:
Mailing Address:	Email Address:
City/State/Zip:	
Number of Units:	Maximum Occupancy:

Property Manager (required info if using a property manager):

Name:	Phone #:
Property Address:	Cell Phone #:
Mailing Address:	Email Address:
City/State/Zip:	

Required Attachments:

Initial	
	Current State of Wisconsin Tourist Rooming House License; issued by Bayfield County Health Department 715-373-6109.
	Proof of Insurance, covered by a minimum of \$500,000 limit of liability that covers the property and your short-term renters.
	Wisconsin Seller's Permit issued by the Wisconsin Department of Revenue.
	Bayfield Fire Department Inspection dated within one year of the date of issuance. Contact Roger Branham, Bayfield Fire Department at Roger Branham bayfieldfireinspection@gmail.com . If there are any issues identified, they must be rectified prior to your STR Permit being granted/issued.
	Floor Plan: showing units requested.
	Detailed Site Plan; must include but not limited to on-site parking plan.
	Proof of 7-day Rental Policy. Forms of proof could include, but are not limited to, Marketplace provider contract information, copies of your website advertising, chamber listings, screen shots of other marketing platforms provided it shows you only rent in accordance with this policy, or log /or guest registry books.
	Application Fee: \$750.00, payable to the City of Bayfield.

Certification:

I, _____ the property owner certifies,	
Initial	
	The property located at _____, Bayfield, WI meets the requirements of Chapter 268, Article II Licensing of Short-Term Rentals and Agents, Ordinances 268-6 through 268-18, Code of the City of Bayfield.
	I do not have any outstanding fees, taxes or forfeitures owed to the City of Bayfield.
	My property has no order to bring the property into compliance with City ordinances.
	I understand I must obtain a City of Bayfield Room Tax Permit, pay taxes and file quarterly and annual reports.
	I understand I must obtain a City of Bayfield Sign Permit if requesting signage.
	I understand rentals must be to the same one Renter per seven (7) consecutive day period, and rentals less than seven-consecutive days to one renter are prohibited in R-1 and R-2 Zoning Districts.
	I understand my permit will expire each calendar year on June 30 th .
	Violations shall result in fines as outlined in Section 268-17.
Owner Signature: _____ Date: _____	

City of Bayfield Office Use Only	
Reviewed by _____	on the _____ day of _____, _____.
Approved: _____	Denied: _____ Paid: _____ Receipt#: _____
Valid from: _____	through: June 30, _____ Paid: <u> \$750.00 </u>