



**TOWN OF BAILEYS HARBOR
SHORT-TERM RENTAL LICENSE
APPLICATION**

No person shall operate a Short-Term Rental without first obtaining a license.

Staff Use:

License No.: _____

Date Issued: _____

Expiration Date: December 31, _____

Approved Maximum Occupancy: _____

FEE: ☐ \$500.00 – New Application

Property Owner Name*: _____

Last

First

Owner Mailing Address: _____

Phone No.: _____ Email: _____

**If property is titled in the name of a corporation, partnership, trust or other entity, a list of officers, directors and agents must be attached, with address and contact information (phone, email).*

Designated Resident Agent*: _____

Last

First

Agent Mailing Address: _____

Phone No.**: _____ Email: _____

** Indicate "SAME" if Owner. The owner/operator must reside within 75 miles of the Short-Term Rental during period in which the Short-Term Rental is rented. This requirement may be waived if there is a valid Resident Agent (point of contact) located within 25 miles of the Town of Baileys Harbor, in such a case, the owner/operator shall provide a copy of the Resident Agent contract to the Town.*

***Phone Contact must be available 24 hours per day/7 days a week.*

Address of Property to be Rented: _____

Parcel ID No.: 002-_____ Proposed Maximum No. of Guests*: _____

Private Onsite Wastewater Treatment System (POWTS): Permit No.: _____ Date Issued: _____
(POWTS permit information available at Door County Sanitary Records: <https://www.citysquared.com/#/app/DoorCountyWI/landing>)

State of Wisconsin Tourist Rooming House License No.: _____ (attach copy of license)

Door County Tourism Zone Lodging Permit No.: _____ (attach copy of permit)

Evidence of Homeowner's or Business Liability Insurance Policy Effect Dates: _____ (attach copy of policy)

**Occupancy is limited to the number of occupants as sized by the POWTS or the State License, whichever is less. If served by public sewer, the State License determines the occupancy.*

I certify that I am the owner or the authorized agent/representative of the owner of the property that is the subject of this License Application. I certify that the information contained in this form and the attachments are true, accurate and complete. I agree to comply with all applicable State, County and Municipal codes, statutes, and ordinances and with the conditions of this License. I understand that the issuance of this License creates no legal liability expressed or implied on the municipality. Proof of the License and the Property Rules shall be posted in a conspicuous location at all times while the property is rented. I have received a copy of the municipality's Short-Term Rental Ordinance and I understand that failure to comply with any and all provisions of the Ordinance may result in license revocation, forfeitures and additional compliance inspection fees. I understand that no person shall operate a Short-Term Rental without first obtaining a License.

Applicant Signature: _____ **Date:** _____

The documents below MUST be submitted with your renewal application. No renewal application will be accepted without all the following:

- ☐ Completed, signed, and notarized Residence Affidavit, if applicable.
- ☐ List of officers, directors, and agents including addresses and contact information (phone, email), if applicable.
- ☐ Copy of Designated Resident Agent Contract/Agreement, if applicable.
- ☐ Copy of Property Rules. A list of property rules required under Section VIII of the Short-Term Rental Ordinance. Property Rules must include the following minimum information:
 - Maximum occupancy of the property.
 - Contact information for the designated operator and any agent.
 - Property site plan clearly depicting lot lines and parking spaces.
 - Quiet hours of 10:00 p.m. to 8:00 a.m. and compliance with the Town’s noise and nuisance ordinances in all hours.
 - Property owner’s policy regarding pets, if applicable, which must notify renters of Door County Ordinance 31.19, Animal Regulations.
 - Outdoor burning regulations.
 - Emergency and non-emergency contact information for law enforcement and fire.
 - How to deal with existing POWTS, if applicable (location of high-water alarms, etc.)
 - What to do with garbage and recycling.
- ☐ Copy of State Tourist Rooming House License. If you do not have a State License, please visit the [Wisconsin State Department of Agriculture, Trade & Consumer Protection \(DATCP\) website](#) to begin the process to obtain a license for a Tourist Rooming House.
- ☐ Copy of the Door County Tourism Zone Lodging Permit. For permit instructions and forms, visit the [Door County Tourism Zone lodging permit instructions](#).
- ☐ Evidence of homeowner’s or business liability insurance for the premises to be rented.
- ☐ Room size dimensions for all bedrooms. (Example 8 feet x 8 feet with 8-foot ceilings).
- ☐ A diagram of the property identifying the property lines and location of off-street parking, including the maximum number of off-street parking spaces provided for renter/guests. The diagram does not have to be too scale. GIS overhead property maps and recorded surveys are available on the [Door County Land Use GIS Maps website](#).
 - Shoreline property owners should remind renters/guests about riparian rights of neighboring property owners. See [DNR Common Questions on Waterway Public Access](#).
- ☐ New Application Fee Payment (make check out to “Town of Baileys Harbor”).

Agreements and Acknowledgements. Please initial that you understand and will abide by the following:

Agreement	✓	Initials
I understand if the rental is to include multiple rentals within seven (7) consecutive days, the short-term rental must be owner-occupied, unless exempt per Section V (3) of Short-Term Rental Ord. No. 01-2023.		
I have received and/or downloaded a copy of the Town of Baileys Harbor Short-Term Rental Ordinance and agree to comply with the provisions of the ordinance.		
My Property Rules contain the minimum information as required in the Short-Term Rental Ordinance		
A copy of my Property Rules will be provided to all guests/renters.		
My Property Rules include instructions on trash pick-up, applicable rules and regulations pertaining to leaving or storing trash or trash receptacles in designated areas.		
I will not exceed the maximum occupancy limits as stated in the permit issued by the Door County Sanitarian or as indicated on the WI DATCP license, whichever is less.		
I have obtained a Door County Tourism Zone lodging permit and understand the reporting and collection of room tax is required.		
I understand that the permit is non-transferable.		
I understand that failure to comply with all provisions of the ordinance may result in penalties, forfeitures, suspension, revocation, costs and such other remedies.		

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