



TOWN OF BAILEYS HARBOR

2392 County Road F • P.O. Box 308

Baileys Harbor, WI 54202

Phone (920) 839-9509 • Fax (920) 839-9425

Town Clerk Email: admin@baileysharborwi.gov

Deputy Clerk Email: deputyclerk@baileysharborwi.gov

October 1, 2026

RE: Renewal of Short-Term Rental License in the Town of Baileys Harbor

Dear License Holder:

Enclosed are the documents for renewing your Short-Term Rental License for the January 1, 2027 – December 31, 2027, Licensing year. Please print clearly to ensure the correct information is submitted to the Baileys Harbor Town Board for approval. If you would prefer to fill in your forms on a computer, the Town now has “fillable” forms on our website at www.baileysharborwi.gov. Click on the “Short-Term Rental” tab at the top of the home page, then again on the “Short-Term Rental” heading. Ordinance No. 01-2023, “Amendment of the Short-Term Rental of Residential Dwellings Ordinance” may also be viewed on our website.

THE RENEWAL APPLICATION, SUPPORTING DOCUMENTS, AND PAYMENT MUST BE RETURNED TO THE TOWN OFFICE NO LATER THAN NOVEMBER 4, 2026. This is so your license can be acted upon at the November 9th Town Board meeting. Returning an incomplete application and not providing proper documents and/or payment by the deadline will result in a \$50.00 late fee, a delay in processing your application, and for those who qualify, losing exemption from the Owner-Occupied requirement (Ord No. 01-2023 section V (3)). There will be no exceptions.

Enclosed documents:

- Short-Term Rental License Renewal Application
- Renewal Invoice

Because you have previously provided the required documents, we are only requiring the following documents to be submitted along with your renewal application:

- Copy of current State Tourist Rooming House License
- Copy of the Door County Tourism Zone Lodging Permit
- Evidence of homeowner's or business liability insurance for the premises to be rented
- Annual Renewal Fee Payment (make check out to “Town of Baileys Harbor”)

If there have been no changes to the other required documents, you may initial on page two (2) of the renewal application. If any information has changed, you will need to submit the updated document(s) along with your renewal application.

Renewal applications and payment may be dropped off or mailed to the Baileys Harbor Town office. Town Office hours are Monday-Thursday 9am – 3pm and Friday 9am – Noon.

If you have any questions or if you no longer operate as a Short-Term Rental, please contact the Town Office at (920) 839-9509 or send an email to admin@baileysharborwi.gov.

Thank you,

Haley Adams
Town Clerk

Enclosure