Town of Oshkosh Ordinance

§ 7-13-5. Short-term rental license procedure.

A. All applications for a short-term rental license shall be filed with the Town Clerk on forms provided by the Clerk. Applications must be filed by the property owner. No license shall be issued unless the completed application form is accompanied by payment of the required application fee, which fee shall be nonrefundable.

B. Each application shall include the following information and documentation for each short-term rental unit in order to demonstrate compliance with all requirements of this chapter, including, but not limited to:

(1) The name of the property owner, with contact information, including mailing address and a telephone number at which the property owner is available.

(2) A copy of the State of Wisconsin tourist rooming house license issued under Wis. Stats. § 97.605, or proof that such state license has been applied for, in which event a provisional short-term rental license may be issued under this chapter for a period of 30 days but shall be conditioned upon the Town Clerk's receipt of a copy of such state license from the applicant within said thirty-day period, and if a copy of such state license is not received by the Clerk within said period, then such provisional license shall expire and be void at and after the end of said thirty-day period.

(3) A copy of the most recent lodging inspection report for a tourist rooming house issued by the State of Wisconsin, which should be dated within one year of the date of the license application to the Town.

(4) Written evidence of liability insurance as required by § 7-13-3D(8).

(5) A copy of a current seller's permit issued by the Wisconsin Department of Revenue, unless all rentals of the property are exempt from such permit requirement per state regulations.

(6) A diagram, drawn to scale, showing the location of buildings and the on-site, off-street parking area(s) designated for tenants and invitees on the premises.

(7) Written certification by the property owner that the short-term rental meets the requirements of this chapter and applicable state and county laws, ordinances and regulations.

(8) An employer identification number issued by the Internal Revenue Service, if applicable.

(9) For renewal licenses only, written certification that a guest register has been kept as required by the Wisconsin Administrative Code.

C. Unless earlier revoked, each license shall run from May 1 of one year to April 30 of the same year and may be renewed for additional one-year periods. The application fee shall be paid upon filing of the application. Any application that does not include all of the information and supporting documentation required by this chapter shall not be considered as complete.

D. When the Town Board determines that an application is complete and meets the requirements of this chapter, the Town Clerk will issue a short-term rental license (or, if applicable, a provisional short-term rental license) to the applicant. If the Board determines that the application is incomplete or does not meet the requirements of this chapter, the Board shall deny the application and inform the applicant, in writing, of the reason(s) why the application was denied and what action is needed to obtain approval of the application.

E. No short-term rental license (or, if applicable, a provisional short-term rental license) shall be issued or renewed if the applicant or short-term rental property has outstanding fees, taxes, special charges or forfeitures owed to the Town.

F. No short-term rental license (or, if applicable, a provisional short-term rental license) shall be issued if the applicant or short-term rental property is found to be subject to one of the grounds for revocation as provided in § 7-13-9C.