



**Town of Rome**  
1156 Alpine Drive  
Nekoosa, WI 54457  
(715) 325-8046 Office  
(715) 325-8035 FAX  
[www.romewi.gov](http://www.romewi.gov)

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April 30, 2025

Dear Property Owner,

RE: Short-Term Rental Property License Renewal for 2025

It is time to renew your Short-Term Rental (STR) Property License. Rental packets can be found on the Town of Rome website, [www.romewi.gov](http://www.romewi.gov). Under the “Departments” tab you will see the “Short-Term Rentals” option under Clerk/Treasurer. There you will find a fillable STR Application Renewal form.

To renew your STR license you will need the following:

- The 2025 Short-Term Rental Application
- A copy of your 2025-2026 Tourism Rooming House License issued by Adams County
- Proof of casualty and liability insurance issued by an insurance company authorized to do business in the State of Wisconsin, with liability limits of not less than \$300,000 per individual and \$1,000,000 aggregate.
- A fire inspection. Please be sure to indicate any changes/updates to your property manager contact information as the inspector(s) will reach out to them to schedule a time for the inspection(s). As a reminder, a fire extinguisher needs to be serviced annually. You will be charged an additional \$50.00 fee if the inspector needs to return. Please see the enclosed information from the Town of Rome Fire Department for further information.
- An updated floor plan and updated site plan *IF* any changes have been made to the home or if you are requesting additional occupancy, which will then require a building inspection.

Please submit the STR renewal application, the \$150.00 renewal fee, and all other required documents **together**. Applications received without all the required documents will be returned. Renewals can be mailed, delivered in person, Monday – Friday, 8:00 a.m. – 4:00 p.m. or placed in the 24/7 drop-box located in the Town Hall vestibule.

As a reminder, your quarterly Room Tax Reporting form is due 30 days from the end of the quarter. The form can be found as a fillable form on the Town’s website. If you don’t know your room tax number we are happy to fill that field in for you.

Please do not hesitate to contact our office should you have any questions regarding any of the information contained in this mailing.

Sincerely,



Wendy Newsom  
Town Clerk  
715-325-8046  
[newsom@romewi.gov](mailto:newsom@romewi.gov)



Kara Steltenpohl  
Deputy Clerk  
715-325-8057  
[steltenpohl@romewi.gov](mailto:steltenpohl@romewi.gov)

Enclosures

*Positively applying the tools of government to serve and protect our people,  
strengthen our community and promote prosperity.*



# APPLICATION FOR SHORT-TERM RENTAL RENEWAL

**FEE: \$150.00**

For the license period beginning July 1, 2025  
Ending June 30, 2026

INTERNAL REVENUE SERVICE EMPLOYER ID #: \_\_\_\_\_

## **CONTACT INFORMATION:**

PROPERTY OWNER NAME/BUSINESS NAME: \_\_\_\_\_

PROPERTY OWNER MAILING ADDRESS: \_\_\_\_\_

PROPERTY OWNER EMAIL: \_\_\_\_\_

PROPERTY MANAGER NAME: \_\_\_\_\_

PROPERTY MANAGER MAILING ADDRESS: \_\_\_\_\_

PROPERTY MANAGER EMAIL: \_\_\_\_\_

PROPERTY PHYSICAL ADDRESS: \_\_\_\_\_

**24 HOUR PHONE NUMBER:** \_\_\_\_\_ **OWNER PHONE #:** \_\_\_\_\_

WHOM SHOULD WE CONTACT FOR INSPECTIONS?  Owner OR  Property Manager

## **PROPERTY OWNER MUST SUBMIT:**

	Tourism Rooming House License Permit from the State of WI Department of Agriculture, Trade & Consumer Protection under ATCP 72.04 – <i>issued by Adams County Health and Human Services Department</i>
	Current proof of casualty and liability insurance issued by an insurance company authorized to do business in the State of Wisconsin, with liability limits of not less than \$300,000 per individual and \$1,000,000 aggregate and that states that it is for Short Term Rental

One annual Fire Inspection is included in the renewal application fee. Any subsequent Fire Inspections are \$50.00 and must be prepaid before a license will be renewed. The Town of Rome code requires a property manager to be located within 25 miles of the property.

I, \_\_\_\_\_ (Property Owner OR Authorized Agent) certify that I have read and comply with the requirement of the Town of Rome Code, Chapter 234, Article VII.

## **FOR OFFICE USE ONLY**

Received on: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Payment: \$

\_\_\_\_\_  
Signature of Property Owner OR Authorized Agent

Date: \_\_\_\_\_



## ADAMS COUNTY HEALTH & HUMAN SERVICES DEPARTMENT

### License, Permit or Registration

EXAMPLE  
EXAMPLE  
EXAMPLE

The person, firm, or corporation whose name appears on this certificate has complied with the provisions of the Wisconsin statutes and is hereby authorized to engage in the activity as indicated below.

ACTIVITY <b>Tourist Rooming House (LTR)</b>	EXPIRATION DATE 30-Jun-2026	I.D. NUMBER
LICENSEE MAILING ADDRESS	NOT TRANSFERABLE	BUSINESS / ESTABLISHMENT ADDRESS

EXAMPLE  
EXAMPLE  
EXAMPLE

The department may send out a renewal notice as a courtesy, but in the absence of a courtesy reminder it is the licensee that is responsible for remittance of the permit fee to the department before July 1st of the new license year. All Permits expire on June 30th; it is the responsibility of the licensee to make sure all applicable fees are received by the department before July 1st or a late payment fee will be assessed.

If you do not receive a renewal form prior to June 30th from your licensing authority, you should send in your payment for renewing your permit to the following address:

WOOD COUNTY HEALTH DEPARTMENT  
111 W JACKSON ST  
WISCONSIN RAPIDS, WI 54495  
(715)421-8911

\* Include the name of your facility and the ID number.



# TOWN OF ROME FIRE DEPARTMENT

*COURAGE • DEDICATION • HONOR • SELFLESSNESS • INTEGRITY • PROFESSIONALISM*

## Short Term Rental Applicant:

In an effort to make your rental unit as safe as possible for your guests the Town of Rome Fire Department will be conducting an inspection prior to your license being issued and annually before your renewal is granted.

This handout highlights some of the items that are required to pass the inspection.

- The red rural address sign must be visible from the road in both directions.
- If there is a woodburning fireplace or stove a metal ash container with a lid marked "ASHES" must be placed at least ten feet from the home.
- No portable fuel fired heaters
- Smoke detectors and C/O detectors as required by Wisconsin Code: SPS 321, and within manufacturer recommended date range. Smoke Detectors 10 year maximum, 7 years maximum for C/O detectors.
- At least one portable fire extinguisher rated at least 2A10BC mounted in an accessible location. Current inspection tag required.
- All sleeping quarters must have at least two means of egress.
- No use of extension cords as permanent wiring.
- Multiplug adapters must have overcurrent protection.

This list is intended as a guide. Please call our office at 715 325 8015 if you need any further clarification.