

## The Inspection

An Inspection Checklist is provided to all homeowners in the Rental Packet. This is not a complete list of all possible violations but includes commonly found violations.

- Are smoke detectors and carbon monoxide detectors installed and functioning properly? Are they located in all the required locations? (*more information on the Inspection Checklist.*)
- Are the floors in good condition?
- Are the windows broken or cracked, function properly and screens intact?
- Toilets and sinks working properly?
- Are all means of egress free of obstructions and easily accessible?
- Do stairs and balconies have approved guardrails and handrails?
- Is the heating and cooling equipment working properly?
- Storage of garbage and rubbish removed or properly disposed of?
- Free of insects, rodents and other pests such as roaches, fleas, flies, ants and bed bugs.
- Parking area, driveways and sidewalks in good condition with no holes or trip hazards.

**All licensed rental facilities shall be maintained in good condition and in compliance with the State of Wisconsin Lodging Code.**

### STATE LAWS

Wis. Stat. § 97– Food, Lodging and Recreation  
Wis. Admin. Code § ATCP 72– Hotels, Motels and Tourist Rooming Houses

### COUNTY ORDINANCES

Wausshara Cty FSRL Ord. – Chapter 10, Article III  
Green Lake Cty FSRL Ord. – Chapter 148  
Marquette Cty FSRL Ord. – Chapter 35

Tri-County Environmental  
Health Consortium  
230 West Park Street  
PO Box 837  
Wautoma, WI 54982

For licensing information contact:

Becky Hubatch  
920-787-6545  
becky.hubatch@cc.waushara.wi.us

**Tri-County  
Environmental Health:  
Vacation Rentals**



**BringFido**



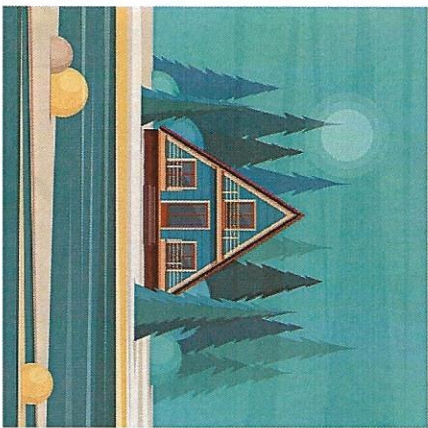
**Wausshara, Green Lake  
and Marquette Counties**

## Vacation Rentals

*Can be defined as: Tourist Rooming House (TRRH), Cabin, Cottage, Lake Home or Short Term Rental (STR)*

## Overview

Owners thinking of renting out a room, home, second home, investment property, cabin or basically any structure for overnight stays to the general public for a fee may not be aware of what they must do, by law, or what they may want to do to protect themselves, their property, and the guests paying to stay there.



Tri-County Environmental Health (TCEH) is required to license and perform inspections on rental cabins, tourist rooming houses, and lodging cabins.

TCEH is a contract agent for the Wisconsin Department of Agriculture, Trade and Consumer Protection (DATCP). Tri-County was formed by the health departments of Waushara, Green Lake and Marquette Counties.

We cover over 1,400 square miles and have approximately 320 vacation rentals throughout the three counties as of 2021.

The purpose of the Environmental Health programs in Waushara, Green Lake and Marquette Counties is to promote and protect the health and safety of residents and visitors.

**If you operate a Vacation Rental in the Tri-County area, you are required to have it properly licensed!**

## Before You Apply

1. Verify with your lake association, HOA or POA if there are any restrictions in the area you live about vacation rentals.
2. If you have a septic system, check with your Zoning Department to verify the capacity and ensure there are no issues.
3. Talk with your homeowner's insurance company. Renting may bring in extra income, but can also leave you financially vulnerable.
4. Contact Tri-County to get a Rental Information Packet. An inspection checklist will be included as well as other informative papers. Be sure that your property complies to the requirements included on the checklist.
5. **If your property is in Marquette County**, a separate license must also be obtained by Marquette County Zoning. You must contact them **prior** to applying through Tri-County.

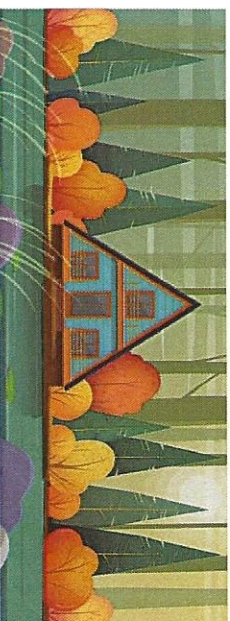
## How To Obtain A License

1. Review the Tri-County information packet. Contact Tri-County with any questions prior to submitting any paperwork.
2. Complete the Permit Application and return to Tri-County with payment. Contact Tri-County with any questions prior to submitting any paperwork.
3. Wait for Tri-County inspector to contact you to set up an inspection of your rental property.
4. Contact your local township/ municipality/city to see if there are any forms you need to complete from them regarding any room tax.
5. Once inspection is complete and there are no issues, you will receive your permit.

### Tri-County Fees At A Glance Touring Room House

License Fee (annual)	\$169
*Inspection Fee	\$150
<i>Licensing fee subject to change yearly</i>	

\*one-time fee





Box 61, Wautoma, WI 54982  
www.wausharatourism.com

#### Board Representatives

TBA	Bloomfield, Town of
William Van Dongen	Dakota, Town of
Mary Adams	Marion, Town of
TBA	Mt. Morris, town of
TBA	Oasis, Town of
Joe Farago	Plainfield, Town of
Mark VandeCastle, DDC	Rose, town of
Kevin Theimer	Saxeville, Town of
Helena Waala	Wautoma, City of
Robert Van	Wautoma, Town of
Kent Barnard	Wild Rose, Village of
Jane Pfaller-Silvercryst	Lodging Industry
TBA	Lodging Industry

Welcome to Waushara County as a licensed lodging facility. If the facility is located in one of the municipalities listed in the letterhead, please be aware of the room tax requirement for the facility.

In 2006, municipalities in Waushara County enacted a room tax ordinance and created the Waushara Tourism Resource Commission (WTRC) to promote Waushara County as a tourism destination. The primary focus of the room tax program is to increase overnight stays in Waushara County lodging facilities. (more information <http://wausharatourism.com/about-the-wtrc/>)

At present, 11 municipalities have an active room tax program: Towns of Bloomfield, Dakota, Marion, Mount Morris, Oasis, Rose, Saxeville, and Wautoma; Villages of Plainfield and Wild Rose; and City of Wautoma. Each municipality appoints a representative (from their District) to the WTRC.

The 4% room tax is applied to overnight stays within the municipality. The licensed lodging facility owner is responsible for collecting the tax and reporting, and sending, collections to the municipality treasurer quarterly. The municipality sends 75% of the tax collected to the WTRC and retains 25% for its use. (Reporting forms and municipality addresses are found at <http://wausharatourism.com/forms>). Lodging facilities use the "Lodging to Municipality" form to report collections and pay the tax to the municipality. If the lodging facility has no guests in a quarter, it should still report to the municipality treasurer using the form. (The room tax ordinance is a municipal law and the municipality serves as the collection authority with a number of enforcement options, including fines and property liens.)

For further inquires contact your municipality treasurer (addresses found on the "Lodging to Municipality" form) or contact the WTRC at <http://wausharatourism.com/contact/>.

Thank you

Waushara Tourism Resource Commission

### Participating municipalities:

- **Bloomfield, Town of – TBA, Representative**  
Mail payments to: Town of Bloomfield Treasurer, W1871 Apache Drive, Fremont, WI 54940
- **Dakota, Town of – William Van Dongen, Representative**  
Mail payments to: Town of Dakota Treasurer, N1470 St Hw 22, Wautoma, WI 54982
- **Marion, Town of – Mary Adams, Representative**  
Mail payments to: Town of Marion Treasurer, N1279 County Road Z, Wautoma, WI 54982
- **Mt. Morris, Town of – Mark Theis, Representative**  
Mail payments to: Town of Mt. Morris Treasurer, W5285 County Rd W, Wild Rose, WI 54984
- **Oasis, Town of – TBA, Representative**  
Mail payments to: Town of Oasis Treasurer, W9905 Akron Ave, Almond, WI 54909 54966
- **Plainfield, Village of – TBA, Representative**  
Mail payments to: Village of Plainfield Treasurer, PO Box 352, Plainfield, WI 54966
- **Rose, Town of – Mark VandeCastle, D.D.C., Representative**  
Mail payments to: Town of Rose Treasurer, N6574 17th Drive, Wild Rose, WI 54984
- **Wautoma, City of – Helena Waala, Representative**  
Mail payments to: City of Wautoma Clerk/Treasurer, PO Box 428, Wautoma, WI 54982
- **Wautoma, Town of – Robert Van, Representative**  
Mail payments to: Town of Wautoma Treasurer, N4842 15th Drive, Wautoma, WI 54982
- **Wild Rose, Village of – Kent Barnard, Representative**  
Mail payments to: Village of Wild Rose Clerk/Treasurer, PO Box 292, Wild Rose, WI 54984

### Lodging Representatives:

- Jane Pfaller, Silvercryst
- TBA

# Tri-County Environmental Health Tourist Rooming House Licensing Procedure



Waushara, Green Lake  
and Marquette Counties

- Inquiries for rentals come through our general email box, by phone or referred to us from the state.
- Unlicensed renters that are advertising without a license are sent a letter from our department to either get licensed or to stop renting.
- Homeowner will receive a Rental Packet either by mail or email.

The packet includes:

- Permit Application
- Inspection Checklist
- Sanitization of Utensils Information
- Waushara County Tourism Letter & Tax Form
- Pool & Hot Tub Information

- Once the packet is reviewed, homeowners will contact me with any questions about the licensing process, questions about the inspection, etc. They can mail or email me the Permit Application.
- Inspections are scheduled once I get the paperwork to put into our database. Depending on the time of year, inspections can usually get schedule within 1-2 weeks of receiving the permit application.
- After completion of the inspection, the report is typed up and emailed to the homeowner for their review and to sign (and return a copy to me).
- Billing then processes their payment and is mailed their blue permit.

Inspections are required annually. Licensed facilities will get a letter from me in mid-March/early-April to remind them to schedule their annual inspection with.

I try to updated the Waushara County Tourism Board every month with any new rentals that we have gotten.

## Inspection Guide for Touring Rooming Houses

### Paperwork

- A current permit issued by the department shall be posted in a place visible to renters.
- Registration of guests, which includes full name and address, shall be kept intact and available for at least one year.
- Water tests are recommended to ensure your water is free of bacteria and is safe for consumption.

### Miscellaneous

- Garbage should be kept in leak-proof nonabsorbent containers equipped with tightfitting covers to protect from rodents, flies and insects. The use of wooden, paper or wicker containers is prohibited.
- Exterior water spigots are required to have backflow protection devices installed on them.
- Premises shall be maintained in a clean and safe condition.

### Smoke Detectors, Carbon Monoxide Detectors & Fire Safety

- Smoke detectors must be present on each level of the house and outside of bedrooms.
- Carbon monoxide detectors must be installed if fuel burning appliances are used. CO Detectors have to be on each level of the house and outside of bedrooms (generally in the hallway). If a fuel burning appliance is inside of a bedroom, there must be one present inside the bedroom. If the home has an attached garage, a CO Detector must be present in the first room that is attached to the garage (i.e. mudroom).
- Fire extinguishers are not required to be in a rental unit, but are **highly recommended**.

### Kitchen

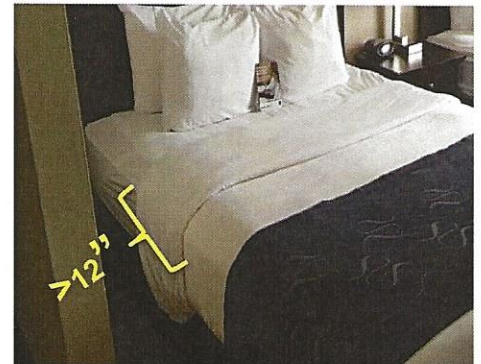
- Sanitizing of utensils in licensed lodging establishments
  - Whenever multi-use glasses, dishes and utensils are provided for a guest, the items shall be washed, rinsed and sanitized in an approved manner between each guest. The following are options to achieve this:
    1. Operators shall provide written communication that states:  
*"Food and beverage utensils have been provided in this unit as a guest convenience. They have not been sanitized. It is recommended that you wash with a detergent, rinse with clean water and sanitize utensils before their use. To sanitize, after rinsing, add 1 teaspoon of unscented bleach per gallon of clean water and immerse utensils for a minimum of 30 seconds, then air dry."* The sanitizer is located \_\_\_\_\_. Operators must provide to the guests unscented bleach and a measuring device to properly sanitize the utensils.
    2. An NSF-certified residential sanitizing dish machine is approved by our department. The homeowner must provide proper instruction how to use the sanitize cycle on the appliance.
- Appliances shall be clean and in good working order.
- All personal food, medications, alcohol, etc. are to be removed from the premises or kept in a lockable closet that is not accessible to renters.
- Clean towels and soap must be provided for hand washing.

### Bathrooms

- Slip-resistant flooring in showers and tubs
  - **Required:** For new establishments and at change of operator. Bottom of shower/tub shall be slip-resistant or provide a mat that is slip-resistant.
  - **Recommend:** In existing facilities.
- Clean towels and soap must be provided for hand washing.

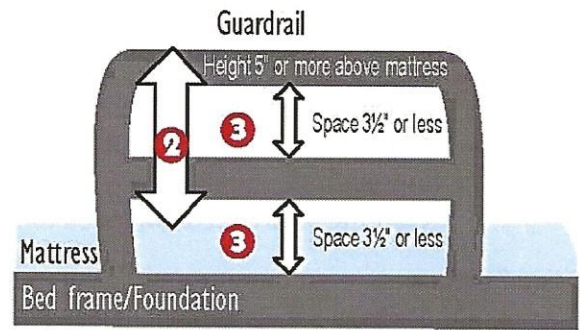
### Bedrooms (Sleeping Rooms)

- Every mattress shall be covered with a pad to protect it, and the mattress and pad shall be maintained clean and in good repair.



*(Bedrooms cont...)*

- Sheets shall be of sufficient size to cover the bed and have a fold-back over the blanket of at least 12 inches.
- Soiled linens shall be kept in washable containers used for this purpose exclusively.
- *Size of sleeping room:* each bedroom should be of sufficient size to accommodate at least 400 cubic feet of air space for each person over 12 yrs of age. 200 cubic feet for each person under 12 yrs of age.
- Railings are required on the top bed of bunk beds. Bunk rails are recommended to meet the requirements of 16 CFR 1513 (as shown in diagram to the right)



**Exits (This applies only to Tourist Rooming Houses (TRH) built after June 1, 1980):**

- Exits from First Floor:
  - Two exit doors are required, unless structure is less than 400 square feet
  - At least one of the exits shall discharge directly to grade
  - If structure is under 400 square feet one exit door and one egress window are required
- Exits from Second Floor:
  - Two exits are required
    1. One must be a stairway that leads to the first floor or discharge to grade
    2. The other exit can be either a door that leads to a balcony or a window that complies with window exiting requirements
- Exits from Loft:
  - If loft exceeds 400 square feet, one stairway exit is required
  - If loft is less than 400 square feet, a stairway or ladder may be utilized
- Exits from Basement and Ground Floor:
  - Each basement used for sleeping shall meet at least 2 of the following exit options:
    1. A door to the exterior of the building
    2. A stairway or ramp that leads to the floor above
    3. A stairway that leads to the garage provided the garage has an exit door other than the overhead door
    4. An egress window that complies with window exiting requirements located in EACH bedroom
- Windows used for exiting:
  - Windows used for exiting shall comply with the following rules:
    1. Able to open from the inside without the use of tools
    2. Dimensions of at least 20 inches by 24 inches
    3. Lowest point of opening shall be no more than 60 inches above the floor

**Handrails on staircases:**

- *Tourist Rooming House (TRH) built after June 1, 1980*
  - **Required:** A securely fastened handrail on staircases with more than three risers
- *TRH built before June 1, 1980*
  - **Required:** For new establishments and at change of operator, a securely fastened handrail on staircases with more than three risers.

**Guardrails on elevated surfaces (decks, patios and balconies greater than 24 inches from ground surface):**

- **Required:** At least 36 inches in height and gaps no more than 4 inches wide for new establishments and at change of operator in existing establishments with no guardrail.