

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.