



Tourist Rooming House (TRH) Permit Application

All tourist rooming house operators must obtain an annual Tourist Rooming House Zoning License from the City of Ripon. **Tourist rooming houses** (TRH) are places of lodging, other than commercial indoor lodging, boarding houses, or bed and breakfast establishments, in which sleeping accommodations are offered for pay to tourists or transients for short-term stays (Airbnb, Vrbo).

Permits are valid July 1 through June 30 annually. Permit fee: \$10.00

Applicant Name: _____

Property Address: _____

Phone Number: _____ **Email:** _____

Please Check the Property Zoning:

_____ R-1 Single-Family District _____ R-2 One- and Two-Family Residence District _____ R-3 Multiple-family
_____ B-1 Central Business District _____ B-2 Highway Business District _____ B-3 Neighborhood Business District

Additional License: Operator must submit a copy of a non-expired license from the Wisconsin Department of Agriculture, Trade and Consumer Protection (DATCP) or Fond du Lac County for a TRH.

Included in application? _____ Yes _____ No

New Application Only: Anticipated number of days rented in the license year? _____ days*

Renewal Application Only: Actual number of days rented in the previous license year? _____ days*

*Tourist rooming houses rented for 181 days or more within a consecutive 365-day period shall be required to obtain a Conditional Use Permit from the Plan Commission.

Operating Requirements:

- 1) Tourist rooming houses must be rented to tourist or transients for a minimum of two days (i.e. – overnight stay).
- 2) The sale of alcoholic beverages of any kind is prohibited on the premises.
- 3) With the exception tourist rooming houses located in the B-1 Central Business District, all tourist rooming houses must have at least one off-street parking space for every two adult guests.
- 4) Each operator shall keep a list of names of all persons staying at the tourist rooming house. This list shall be kept on file for a period of one year. Each operator shall keep an accounting of all Tourist Rooming House lodging transactions for the purpose of confirming room tax payments. All transactions shall be kept on file for the license period. Such records shall be filed annually with the city with the Tourist Rooming House Zoning License application and available for inspection by city officials at any time.

I understand all licensing and operating requirements specified in sections 20.52.170-20.52.176 of the Ripon Municipal Code and will abide by the regulations set forth therein for the license I am applying for:

Signature: _____ **Date:** _____

For Office Use Only:

Application Received: _____ **Receipt #:** _____

Plan Commission Referral: _____ Yes _____ Not Applicable

City Administrator: _____ **Approved:** _____ **Denied:** _____ **Date:** _____