



SHORT-TERM RENTAL PERMIT PROCEDURES & INFORMATION LINCOLN COUNTY, WISCONSIN

WHAT IS A SHORT-TERM RENTAL PERMIT? In Lincoln County, this applies to all rentals of residential dwellings under county zoning for periods of twenty-nine (29) day or less, but shall not apply to monthly rentals. Rentals less than two (2) consecutive nights are prohibited. This does not apply to facilities approved as a hotel, motel, tourist court, rooming house, lodge, lodging house, or bed and breakfast as defined in Chapter 17 of the Lincoln County Code of Ordinances.

REQUIREMENTS TO TURN IN A SHORT-TERM RENTAL PERMIT APPLICATION OR RENEWAL:

- **COMPLETE APPLICATION** – Both sides of the application must be completely filled out.
- **PAYMENT OF FEE IN FULL** – Please see the Land Services Fee Schedule for current pricing.
- **COPY OF FLOOR PLAN OF ALL FLOORS TO BE OCCUPIED IN THE DWELLING** - Drawn neatly and accurately with dimensions clearly shown.
- **SITE PLAN DRAWN NEATLY AND ACCURATELY OF THE PARCEL** - Including, but not limited to, lot lines, parking, and location of garbage collection areas.
- **COPY OF PROPERTY RENTAL RULES as defined in 17.8.51(9)** – See FAQ on next page for more information.
- **RESIDENT AGENT AGREEMENT FORM** – Blank forms provided with application packet. See FAQ for more information on who qualifies to be a Resident Agent.
- **PROOF OF ADEQUATE SANITATION FACILITIES** - Copy of Private Onsite Waste Transfer System permit.
- **PROOF OF APPLICATION FOR LINCOLN COUNTY HEALTH DEPARTMENT LICENSE/ STATE OF WISCONSIN TOURIST ROOMING HOUSE LICENSE.** (initial Short-Term Rental application)
- **COPY OF LINCOLN COUNTY HEALTH DEPARTMENT LICENSE/ STATE OF WISCONSIN TOURIST ROOMING HOUSE LICENSE.** (all renewals of Short-Term Rental application.)

FREQUENTLY ASKED QUESTIONS

How Long Does it Take? Once our office is in receipt of all required documents, permits are typically issued within 30 days.

What if I already have a Conditional Use Permit for Tourist Lodging? Please contact our office.

Who qualifies as a “Resident Agent” (caretaker)? The Resident Agent must be an adult person residing in or within a fifty (50) mile radius of the location of the Short-Term Rental or a Corporate Entity with offices located within a fifty (50) mile radius of the Short-Term Rental that is the subject of the application. The Resident Agent must also be authorized in writing by the landowner to act as the agent for the owner as defined in Chapter 17.

Can my renters park on the road? No on-street parking for renters is allowed. Also, each rental property must provide a minimum of 2 parking spaces. Parking spaces must meet the standards set forth in section 17.5.03(2) of the Lincoln County Ordinance.

How many people are allowed to stay in the house each night? You are restricted based on your sanitary system. If the property is served by public sanitary sewer, occupancy is limited to the number of occupants authorized by the State tourist rooming house license. If the property is served by a POWTS, occupancy is limited to the number of occupants for which the POWTS was designed, or the occupancy granted by the State tourist rooming house license, whichever is less. Non-plumbing sanitary systems such as composting toilets, incinerating toilets, privies, and portable restrooms are prohibited as the primary sanitary system serving the rental dwelling. No recreational vehicles, campers, tents, or other temporary lodging arrangements shall be permitted onsite as a means of providing additional accommodations for paying guests or other invitees.

Do my “Property Rental Rules” have to meet certain requirements? As defined in 17.8.51(9), a list of property rules must be posted at the property, provided to the guests, and a copy submitted with the application for a permit. Property rules must include the following minimum information:

- Maximum overnight occupancy of the rental.
- Contact information for the resident agent.
- Where to park vehicles.
- Outdoor burning regulations to follow current WIDNR and local fire warden restrictions.
- Non-emergency contact information for law enforcement and fire.
- If applicable, information on the location of the high water alarm for the POWTS and procedure to follow if the alarm is activated.
- What to do with the garbage after the rental period is done.
- Pet policy.
- Waterfront properties must have water/ice information as it pertains to recreational purposes for the water body the property is adjacent to.
- Copy of the issued Lincoln County Short-term Rental permit. (Copy not required for initial permit application, but must be posted with the property rental rules once issued.)
- Copy of the issued Lincoln County Health Department Rental license/ State of Wisconsin tourist rooming house license.

If my permit is approved can I start renting right away? You must have all required State and County permits and licenses approved before you can start renting.

Contacts for Short Term Rental Permits and Licenses	
Lincoln County Zoning Department	715-539-1087
Lincoln County Health Department	715-539-2562