



VILLAGE OF WEST MILWAUKEE

4755 WEST BELOIT ROAD
WEST MILWAUKEE, WI 53214
TELEPHONE (414) 645-1530
FAX (414) 671-8089
www.westmilwaukee.org

Short Term Rental (Tourist Rooming House) License Instructions

Rental of a whole or partial residence to visitors for less than a month is commonly known as a Short-Term Rental (STR). The legal term in Wisconsin is a Tourist Rooming House (TRH). Wisconsin allows the rental of one to four sleeping accommodations, which can be rooms of a home or an entire home. All Village of West Milwaukee TRHs must be licensed through the West Allis Health Department and inspected annually to verify the operation meets all requirements of Wisconsin law related to general public health.

The following instructions describe how to get a Short-Term Rental License. For any questions not answered by this form, please contact the Clerk's Office at (414) 645-1530.

1. Verify that the property you wish to license as a Short Term Rental exists in the proper zoning district.

The Village of West Milwaukee permits Short Term Rentals in residential districts and the B-1 Local Business commercial district when the following are met:

- The structure is a single or two-family residence, or a mixed-use or multi-family containing not more than 4 dwelling units.
- The property meets the definition of a Tourist Rooming House (see Village of West Milwaukee's Municipal Code on our website).
- The property is offered for rent for a fee and for fewer than 29 consecutive days.

For further zoning questions, contact the Clerk's Office at (414) 645-1530 or visit our website.

2. Review the Room Tax Registration Form.

3. Review the Short-Term Rental Guidance brochure.

4. Complete the Short-Term Rental checklist.

The checklist shows the main items covered during a TRH health inspection.

5. Review the Wisconsin Short Term Rentals Law.

6. Complete the Short-Term Rental (Tourist Rooming House) License Application.

7. Hand in the completed form to the Clerk's Office.

The Clerk's Office is located on the second floor of the Village Hall (4755 W. Beloit Rd.). You will also have to pay the appropriate fees at this time.

8. The West Allis Health Department will contact you to schedule a pre-licensing inspection.



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For office use only.

Fee Paid: _____ Date: _____ Receipt Number: _____

Short Term Rental (Tourist Rooming House) License Application

Licensee Information

Name: _____

Address: _____
City State Zip

Phone Number: _____ Home Mobile Business

_____ Home Mobile Business

Email: _____

Establishment Information

Please note that your "establishment" is the address of your tourist rooming house.

Address: _____
City State Zip

Phone Number: _____ Home Mobile Business

_____ Home Mobile Business

Permit Fees

- Tourist Rooming House Initial Licensing (Year 1) Tourist Rooming House Annual Renewal Fee
\$365 Total Fee (\$165 Permit Fee + \$200 Pre-Inspection Fee) \$165 Permit Fee

Please note that the permit year is from July 1st to the following June 30th. All permits expire on June 30th annually. Operation requires a permit.

Signature

Printed Name: _____

Signature: _____

Signature Date (Month/Day/Year): _____