



# City of La Crosse, Wisconsin

## APPLICATION FOR SHORT-TERM RENTAL OF PROPERTY

Check One:  New  Renewal      Application Date: \_\_\_\_\_      Fee: \$50.00 PER property.  
 License expires each year on July 31\*

**Please complete in full and return to the City Clerk's Office. Incomplete or illegible applications will be returned.**  
**Review may take up to 15 business days. Renewal applications shall be filed at least thirty days (30) prior to the expiration of the license.**  
**The applicable fee is per property. If you are licensing more than five properties, please use an additional application form.**

**PROPERTY OWNER INFORMATION**

Property Owner Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_      Email: \_\_\_\_\_

**SHORT-TERM RENTAL SITE INFORMATION – include all properties used as short-term rental**

Address:	Tax Parcel Number:	Zoning District:
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**Zoning information**

To find the zoning district, search your short-term rental property on the City of La Crosse [GIS maps](#).

Zoning District (Check one)	Number of unrelated people allowed at residence.	Acknowledgement
<input type="checkbox"/> R1 <input type="checkbox"/> R2 <input type="checkbox"/> R3 <input type="checkbox"/> R4 <input type="checkbox"/> R5 <input type="checkbox"/> Other	See definition of family in <a href="#">Section 115-1 of Municipal Code</a> . <input type="checkbox"/> 3 unrelated people <input type="checkbox"/> 4 unrelated people <input type="checkbox"/> 5 unrelated people	I acknowledge that certain zoning districts have certain regulations including, but not limited to, number of unrelated persons allowed, parking requirements, and other property related regulations. For more information about the regulations in your zoning district, see <a href="#">here</a> .  <input type="checkbox"/> I understand.

**AUTHORIZED CONTACT PERSON INFORMATION – only if different than Property Owner**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number:	Email:
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**What sites, if any, do you use to advertise and book your short-term rental?**

**Additional items to submit with Application – Required at the time of submittal:**

*Please note that short-term rental properties are obligated to obtain a State of Wisconsin Seller’s Permit from the Wisconsin Department of Revenue unless their short-term rental property is **only** listed, advertised, and rented through a marketplace provider that will collect, report, and remit sales or use tax on the marketplace seller’s behalf.*

- La Crosse County Tourist Rooming House License issued under Wis. Stat. Sec. 254.64.\*
  - Copy of completed inspection by La Crosse County Health Department.\*
  - Completed application form.
  - Application fee.\*
  - Seller’s permit from the Wisconsin Department of Revenue and City of La Crosse room tax application\*\*
- OR**
- Proof and copy of all websites and places where the short-term rental is or will be advertised

*\*submit for each property.*

*\*\*Need to submit if property is advertised and booked outside of a marketplace provider website (Airbnb, Expedia, Homeaway, etc.)*

**Additional information for property owners:**

- Visit the Wisconsin Department of Agriculture, Trade and Consumer Protection (WDATCP) [website](#) for additional information about tourist rooming houses (short-term rentals).
  - La Crosse County Health Department is an agent for the WDATCP for licensing and inspecting Tourist Rooming Houses.
- [La Crosse County Health Department License and Inspection Form](#)
- To access information on a Department of Revenue seller’s permit, click [here](#).
- To read more about the City’s room tax, click [here](#).

The above hereby makes application for a license to operate a short-term rental property at the above address(es) within the City of La Crosse pursuant to provisions of Sec. xx-xx of the Code of Ordinances for the City of La Crosse.

**I hereby certify that to the best of my knowledge all required application material is included with this application. I am aware that failure to submit the required completed application materials may result in denial or delay of the application request.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date