

Q. I want to rent my house. What do I need to know?

The State of Wisconsin defines any rental, regardless of duration, to someone where this would not be considered their primary residence, as “Tourist Rooming Houses.” There are a few steps to go through to get the proper licensing and approvals to be able to rent your home. It is important to note that you cannot operate a short term or long term rental until all items have been satisfied.

Step 1

Ensure Proper Zoning

Currently, the only zoning districts in the Village of Fontana that allow short-term (29 days or less) vacation rentals are the following:

- Abbey Springs Planned Development: single family residences only
- Abbey Villas
- Village Center: permitted use
- Neighborhood Business: allowed by Conditional Use Permit
- Community Business: allowed by Conditional Use Permit

If your home is located outside these zoning districts you **MAY NOT** rent your home short term or as a vacation home.

Outside these districts you may be allowed to rent your home for 30 days or more at a time. You should check with your association rules to ensure this is allowed.

Step 2

Annual Rental Occupancy Inspection

The Building & Zoning Department will require you to complete an application to request an annual rental occupancy inspection. The fee of \$100.00 must be paid before this can be scheduled. The Building Inspector and Zoning Administrator will come to your home to ensure compliance with Wisconsin Uniform Dwelling Codes (construction type items). You must be present at this inspection. This inspection must be conducted once every year.

If something is found to be noncompliant during the initial inspection, it must be corrected and a follow-up inspection must be scheduled to ensure compliance. The fee for all follow-up inspections is \$50.00 per inspection, and must be paid before a follow-up inspection can be scheduled.

Please contact:

Ron Nyman
Building Inspector & Zoning Administrator
Village of Fontana
Department of Building & Zoning
175 Valley View Drive
PO Box 200
Fontana, WI 53125
Office: (262) 275-9769
E-mail: ron@villageoffontana.com

Step 3

Obtain State of Wisconsin Tourist Rooming House Permit

Apply for and obtain all necessary licenses and approvals from the State of Wisconsin Department of Health Services. (See attached Wisconsin Lodging Sanitation Laws Questions and Answers). There is an additional inspection requirement that the State conducts and an approval process which you must follow in order to obtain a Tourist Rooming House Permit which does include the payment of fees. You should make contact well in advance of your intended time of rental to ensure you understand the requirements and timing involved. The Department of Health will also conduct a separate inspection to inspect such items like furnishings, equipment and utensils; generally, those items beyond the construction of the house or unit. Please contact either Mary Ellen Bruesch or Jackie Soccorso:

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Public Health Sanitarian, Advanced
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Division of Public Health**

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MaryEllen.Bruesch@dhs.wisconsin.gov

**Jackie Soccorso, MPA, REHS
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P.O. Box 2659
Madison, WI 53701-2659**

**Cell Phone: (262) 812-6534
Main Office: (608) 266-2835**

E-mail: Jacqueline.Soccorso@wisconsin.gov

Step 4

Obtain Village of Fontana Transient Room Tax Permit

Once you have the State permit, you must then complete an application for, and obtain, a Village of Fontana Transient Room Tax Permit if you will be renting short term (less than 30 days). This allows you to conduct the business (of short term rentals) from your property. This permit is good for two (2) years. You must submit a copy of all State approvals, licenses and conditions when you apply for a Village of Fontana Transient Room Tax Permit.

Properties renting for 30 days or more are not required to obtain this permit.

Step 5

Ongoing Requirements

Important things to remember:

- Report monthly of income to the Village of Fontana (regardless of amount collected) and pay the appropriate Room Tax to the Village.
- Make sure the Village of Fontana's annual rental occupancy inspection is completed once each year, before the permit expires.
- Make sure the Village of Fontana's Transient Room Tax Permit is up-to-date. This permit must be renewed every two years.
- Make sure you remain current with all state requirements, including, but not limited to Department of Health permits, inspections and fees, as well as Department of Revenue requirements (i.e., sales tax filing, reporting of business income).
- Make sure the Village of Fontana has on file an up-to-date copy of your state approval.