

Q. I want to rent my house short term, what do I need to do?

There are two categories (types) of short term rentals within the Village of Fontana: Vacation Rental Homes and Tourist Rooming Houses. It is important to note that you cannot operate either type of short term rental until all state and village requirements have been satisfied, and a Village of Fontana license has been issued. You should also confirm with your association board, covenants and rules, to ensure short term rentals are allowed.

(1) Determine what category (type) of short term rental you qualify for:

Vacation Rental Home:

- no minimum stays
- year round rentals
- only allowed in the following zoning districts:
 - Abbey Springs PD
 - Abbey Villas
 - Abbey Ridge
 - Village Center
 - Neighborhood Business (CUP)
 - Community Business (CUP)

Tourist Rooming House:

- minimum 7 consecutive days by one party
- rentals permitted within a 180 consecutive day predetermined operation (use) period
- only allowed in single family dwelling units.

(2) Complete the Village of Fontana Short Term Rental Application

Materials needed for compliance prior to receiving a Village of Fontana license for short term rentals:

1. Provide current **floor plan** for the Short Term Rental at a minimum scale of one-inch equals 4 feet, and **site plan** of the property at a minimum scale of one-inch equals ten feet showing on-site parking spaces (on required hardscape) and trash storage areas.

THE FOLLOWING REQUIREMENTS MUST BE MET:

- a) Minimum two (2) off street parking spaces for each short term rental. If rental provides three or more bedrooms, an additional on-site parking space is required for each additional bedroom
- b) All guest parking for vehicles and trailers shall be in an area paved with concrete or asphalt.
- c) Street parking for guests is not permitted.
- d) No parking is permitted on gravel, lawn or planter bed areas.

Additional requirements for Vacation Rental Homes are found in Section 18-56(s) and for Tourist Rooming Houses are found in Section 18-64(x) of the Village of Fontana Municipal Code.

2. Obtain **property and liability insurance** for the dwelling unit stating the property is being used as a Wisconsin Tourist Rental House – Short Term Rental.
3. Obtain **State of Wisconsin Tourist Rooming House (Short Term Rental) License**

State of Wisconsin Department of Agriculture, Trade, and Consumer Protection
Division of Food and Recreational Safety.
Phone: (608) 224-4923
eMail: datcpdfslicensing@wi.gov

4. Obtain **State of Wisconsin Department of Revenue Seller's Permit**

Wisconsin Department of Revenue
Tax Operations Bureau
PO Box 8902
Madison, WI 53708-8902
Phone: (608) 266-2776
eMail: DORBusinessTax@wisconsin.gov

5. Obtain a Village of Fontana **Room Tax Permit** and payment of applicable fee (separate check required)
6. Obtain a Village of Fontana **Occupancy (General Building Code) Permit** with no outstanding compliance orders remaining and payment of applicable fee (separate check required)

Department of Building & Zoning
175 Valley View Dr., PO Box 200
Fontana, WI 53125
Phone: (262) 275-9769
eMail: building@villageoffontana.com

7. Obtain a compliant Village of **Fontana Fire Code Inspection** Report with no outstanding compliance orders remaining and payment of applicable fee (separate check required)
8. Payment of Village of Fontana **Administrative fee** (separate check required)

(3) Obtain a Village of Fontana License

An actual license for the category (type) of short term rental you qualify for will be approved by the Village of Fontana and provided to you before any rentals may occur. This license shall be posted on the inside of the front door of each rental at all times throughout the duration of the approval period.

Ongoing Requirements

Important things to remember:

- Ensure all Village of Fontana annual requirements for short term rentals are met in a timely fashion.
- Report monthly income to the Village of Fontana (regardless of amount collected) and pay the appropriate Room Tax to the Village using the Monthly Transient Room Tax Return form.
- Complete the Transient Room Tax Annual Return each year.
- Ensure 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).
- Ensure the Village of Fontana has an up-to-date copy of your state approval on file at all times.

If you have any questions regarding the Short Term Rental process for Vacation Rental Homes or for Tourist Rooming Houses, please feel free to contact:

Bridget McCarthy
Zoning Administrator & Building Inspector
Department of Building and Zoning
Phone: 262-275-9769
eMail: bridget@villageoffontana.com