



VNB Vacation Rental Establishment

LICENSE APPLICATION - **COMPLETE BOTH SIDES**

Pursuant to the Village of North Bay Municipal Code Chapter 11

PLEASE COMPLETE ALL FIELDS.	
LICENSING PERIOD: JULY 1, 20_____ TO JUNE 30, 20_____	APPLICATION DATE:
180-DAY ANNUAL PERIOD COMMENCED ON:	DATES REQUESTED BY THIS APPLICATION:

SECTION 1 PROPERTY INFORMATION	
ADDRESS:	ESTABLISHMENT NAME:
TOTAL SQUARE FOOTAGE OF PRINCIPAL STRUCTURE TO BE USED:	TOTAL NUMBER AND TYPES OF BEDS AVAILABLE FOR USE:
TOTAL NUMBER OF OCCUPANTS:	

SECTION 2 OWNER INFORMATION	
NAME:	NAME OF BUSINESS, LLC, OR CORPORATION, IF APPLICABLE:
STREET ADDRESS:	CITY, STATE, ZIP:
PHONE NUMBER:	EMAIL ADDRESS:

SECTION 3 OPERATOR CONTACT INFORMATION (if other than the owner)	
NAME	MANAGEMENT COMPANY NAME, IF APPLICABLE
STREET ADDRESS	CITY, STATE, ZIP
PHONE NUMBER	EMAIL ADDRESS

SECTION 4 AGENT CONTACT INFORMATION (If owner resides more than 20 miles from the vacation establishment.)	
NAME	MANAGEMENT COMPANY NAME, IF APPLICABLE
STREET ADDRESS	CITY, STATE, ZIP
PHONE NUMBER	EMAIL ADDRESS

SECTION 5 TENANT CONTACT INFORMATION	
NAME	MANAGEMENT COMPANY NAME, IF APPLICABLE
STREET ADDRESS	CITY, STATE, ZIP
PHONE NUMBER	EMAIL ADDRESS

SIDE 2 OF 2 – COMPLETE BOTH SIDES

SECTION 6 REAL AND PERSONAL PROPERTY THAT MAY BE USED DURING THE VACATION RENTAL			
<i>Check all that apply.</i>			
<input type="checkbox"/>	House	<input type="checkbox"/>	Guest House
<input type="checkbox"/>	Dock	<input type="checkbox"/>	Golf Cart
<input type="checkbox"/>	Garage	<input type="checkbox"/>	Boat House
<input type="checkbox"/>	Other (specify):	<input type="checkbox"/>	Boats/Personal Watercraft - List all
<input type="checkbox"/>		<input type="checkbox"/>	

SECTION 7 THE FOLLOWING MUST BE ATTACHED TO THIS APPLICATION:	
<input type="checkbox"/>	Photocopy of Property Owner's Drivers License(s)
<input type="checkbox"/>	A copy of the Wisconsin State Tourist Rooming House License for the vacation rental establishment.
<input type="checkbox"/>	Proof the vacation rental establishment complies with the WI Commercial Building code as required by WI Administrative Code Section vacation rental establishment 72.14
<input type="checkbox"/>	Proof of property and liability insurance covering the vacation rental establishment property and use.
<input type="checkbox"/>	Proof that the property is connected to a municipal sewer system or that the septic system is property sized and maintained for purposes proposed.
<input type="checkbox"/>	Proof of parking as required is available.
<input type="checkbox"/>	Proof how the property lines are delineated and property address is displayed.
<input type="checkbox"/>	The applicable payment fee is enclosed.

All establishments shall be required to have the appropriate permit(s)/license(s) as described by Village Code. All establishments shall comply with the requirements of the Wisconsin Administrative code.
The fee for this permit is due before the first issuance of such permit, AND ANNUALLY BEFORE JUNE 30th EACH YEAR. Permits are not transferable between persons and locations. The license fee is not prorated for partial license years. All fees are non-refundable. OPERATING WITHOUT A PERMIT/LICENSE WILL RESULT IN A PENALTY ACCORDING TO MUNICIPAL AND STATE CODES.
All establishments will need an inspection before a new permit/license is granted.
Incomplete applications will be returned. ALL APPLICATIONS ARE SUBJECT TO APPROVAL. Upon approval, the permit will be issued within thirty (30) days. NO TOURIST ROOMING HOUSE MAY BE OCCUPIED UNTIL A PERMIT IS ISSUED.

REGISTRATION TYPE - (Check one)

<input type="radio"/>	New Registration	\$750.00
<input type="radio"/>	Renewal	\$750.00

Please email contact information changes to vnbcclerk@northbay-wi.us within 15 days of the change.

SIGNING BELOW INDICATES YOU AGREE TO THE ABOVE TERMS.

PROPERTY OWNER SIGNATURE

PRINT NAME

TITLE

DATE

Office Use Only

DATE PAID	PAYOR	CHECK #	AMOUNT
HEALTH DEPT INSPECTION	BUILDING INSPECTION	FIRE INSPECTION	PROCESSED BY

SUBMIT FULLY COMPLETED FORMS WITH ALL ATTACHMENTS & FEES TO:
Village Hall ♦ 3615 Hennepin Place ♦ Racine, WI 53402