VNB Vacation Rental Establishment

LICENSE APPLICATION - COMPLETE BOTH SIDES

Pursuant to the Village of North Bay Municipal Code Chapter 11

Rev 02.19.2026

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

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

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

◯ **New Registration** **$750.00**

◯ **Renewal** **$750.00**

Please email contact information changes to clerk@vnbwi.gov 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