



# City of La Crosse, Wisconsin

## APPLICATION FOR SHORT-TERM RENTAL OF PROPERTY

Check One:  Initial  Renewal      Application Date: \_\_\_\_\_      Fee: \$100.00 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. Processing may take up to fifteen (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:

**PROPERTY MANAGER INFORMATION – if different than Property Owner  
 must be located within 30 miles of the short-term rental and available at all times when the dwelling is rented**

Property Manager 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](#).

**If you have questions regarding zoning regulations, please contact Community Risk Management at 608-789-7530 or the Planning Office at 608-789-7512.**

Zoning District	Number of unrelated people allowed at residence per <a href="#">Sec 115-1</a> of Municipal Code.	Acknowledgement
R1 Single Family Washburn Residential	No more than 3 unrelated	<b>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="#">Ch 115</a>.</b>  <input type="checkbox"/> I understand.
R2 Residence	No more than 4 unrelated	
R3 Low Density Multiple Dwelling	No more than 5 unrelated	
R4 Multiple Dwelling		
R5 Special Multiple Dwelling		

**What sites, if any, do you use or intend to use to advertise and book your short-term rental?**

**ADDITIONAL ITEMS TO SUBMIT WITH APPLICATION**—Required at the time of submittal (initial and renewal):

*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 and Verification Statement (required with initial application only).
  - 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), click [here](#).
  - La Crosse County Health Department is an agent for the WDATCP for licensing and inspecting Tourist Rooming Houses.
- For La Crosse County Health Department License and Inspection Form, click [here](#).  
*Questions, call 608-785-9771 or email [environmental@lacrossecounty.org](mailto:environmental@lacrossecounty.org).*
- 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 Article XIX 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



# City of La Crosse, Wisconsin

## APPLICATION FOR SHORT-TERM RENTAL OF PROPERTY

*Verification of property owner notification required with initial application – a separate verification must be submitted for each short-term rental being licensed.*

### Verification of Property Owner Notification

I, \_\_\_\_\_, applicant for short-term rental located at \_\_\_\_\_,  
printed name STR address

do hereby declare as follows:

1. I mailed or personally delivered the property owner contact information and property management contact information as well as notice of application for short-term rental identified by the address above in accordance with Article XIX Section 10-939(a)(8) of La Crosse Municipal Code.

Notification was: Mailed on \_\_\_\_\_ Personally delivered on \_\_\_\_\_

2. Notification was provided to all property owners within 100 feet of the subject property.
3. I have included a list of property owners notified and copy of the notification with this verification.
4. I have prepared these materials in good faith and to the best of my ability.

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

10-939(a)(8): The property owner’s contact information and property management’s contact information and notice of application for a short-term rental license must be provided to all owners within 100 feet of any property line of any proposed short-term rental prior to initial license approval. Documentation of notice to nearby owners must be provided to the City Clerk’s Office