

Village of Pepin Short-Term Rental License Checklist

Use this checklist to ensure your application is complete.

Checklist:

- ☐ Obtain the STR Application available at the Village Hall and on the Village website.
- ☐ Check NEW on the application.
- ☐ Pay the \$500 fee online or by check.
- ☐ Fill in all contact information in Section 1, Required Contact Information, including the local host contact who is able to respond to a phone call from law enforcement or emergency services within 30 minutes, either on site or by phone, as needed.
- ☐ Attach a copy of a completed state lodging establishment inspection. State inspections are required every three years. Schedule your inspection through Pepin County-715-672-5961.
- ☐ Attach a building floor plan and the requested maximum occupancy.
- ☐ Attach a Site plan including a designation of available on-site parking.
- ☐ Attach a copy of the house manual for renters intended to satisfy the requirements of Chapter 115.08.
- ☐ Attach a copy of a completed fire hazard inspection report from an authorized Village Fire Inspector showing no deficiencies, dated not more than one year before the date of issuance or renewal.
- ☐ Attach a copy of the State of Wisconsin License for a Tourist Rooming House issued for the specified location under Wis. Stat. 254.64.
- ☐ Attach a copy of a Seller's permit, or Use Tax Certificate as needed, issued by the Wisconsin Department of Revenue, or alternatively a demonstration of satisfaction of this requirement for this location by a Lodging Marketplace
- ☐ Provide any Lodging Marketplace affiliation and contact information below. (if none, so state).
- ☐ Attach a copy of your proof of insurance for the property.
- ☐ Call Jesse Muenkel, Fire Chief, at 507-581-2943, pepinfd@pepinwisconsin.org to schedule your annual Fire Safety Inspection. * No STR Permits will be issued without a complete fire inspection. The fire inspection fee is \$31.00.
- ☐ Submit your application and paperwork to the Village Clerk and a public hearing will be scheduled to get your application approved.

For more information contact:

Julie Wheeler, Village Clerk at 715-442-2461 ext. 4, clerk@pepinwisconsin.org

Tracy Rundquist, Village Treasurer ext. 3, treasurer@pepinwisconsin.org

Advertising or renting your STR without a village or state license may result in a citation.