

# Renewing Your Village of Pepin Short-Term Rental License

Existing Short-term Rental Licenses in the Village of Pepin expire on July 31, 2025. Use this checklist to ensure your renewal application is complete.

## Renewal Checklist:

- Obtain the STR Application available at the Village Hall and on the Village website.
- Check "Renewal" on the application.
- Pay the \$300 renewal fee online or by check.
- Fill out all contact information in Section 1, Required Contact Information, including the local host contact who can respond to a phone call from law enforcement or emergency services within 30 minutes, either on site or by phone, as needed. (Same as last year or blank is not acceptable)
- Include a cover letter describing in detail any changes you are making to Section 2, Required Location Information, that are different from your current license. Please indicate no Changes.
- Attach a copy of the "House Manual" you provide to your guests or indicate no changes.
- Attach a copy of the state Tourist Rooming House license that expires on June 30, 2026, and annual State inspection report from the County (Mark Larsen: 715-279-3242).
- Attach a copy of your proof of insurance for the property.
- List all Marketplaces that handle your rental (Airbnb, VRBO, websites, etc.)
- Confirm all room tax reports through June 2025 are submitted.
- Confirm all village fees and taxes (water/sewer, room tax, property tax, etc.) are paid.
- Call Adam Baader, Fire Chief, at 715-402-0012, pepinfo@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.
- The village is interested in your feedback. To help the village improve the licensing process, and to support Short-Term Rental Operators, renters and neighbors, please send your comments and suggestions for improvement, in writing, to the Village Clerk
- Submit your application and paperwork to the Village Clerk no later than Friday July 11, 2025

### 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.**