



1303 Lynn Avenue
Altoona, Wisconsin 54720
715-839-6092

Office Use
(date stamp)

Fee Received: \$ _____

SHORT TERM RENTAL PERMIT APPLICATION

This application corresponds to City of Altoona Municipal Code Ch. 19.61.040. #21 “Short Term Rentals” to better manage short-term rentals by providing standards for better oversight, clarifying compliance, and minimize reasonably anticipated neighborhood impacts. That code requires that owners seeking to conduct rentals on a short-term basis (less than 28 days) obtain a Short Term Rental Permit (STRP). Prior to occupancy as a short-term rental, the owner shall obtain a City of Altoona STRP. Review and approval of a complete STRP may take up to 10 business days.

A STRP is valid for one year and shall expire on June 1 of the calendar year. A STRP may be renewed on an annual basis upon review to ensure compliance with all applicable standards.

Initial Application

- Completed STRP application
- \$150 Application Fee
- Proof of Insurance
- Necessary permits and proof of registration as required by the State of Wisconsin and Altoona Municipal Code

Renewal Application

- Completed STRP application
- \$100 Application Fee
- Proof of Insurance
- Necessary permits and proof of registration as required by the State of Wisconsin and Altoona Municipal Code

Frequently Asked Questions

What is a short-term rental?

A short-term rental is defined as a whole or a part of a dwelling unit in which guests are entitled to occupancy for a period less than 29 calendar days. Short-term rental is a tourist lodging activity defined by the State of Wisconsin.

Where can short-term rentals be located?

Any residential property in any zoning district may be utilized as a short-term rental with applicable permits.

Does my property need to be owner-occupied?

In the City of Altoona, short-term rental lease periods less than 7 days must take place at a property that is the permanent legal residence of the owner. The owner must be present during the lease period. Rental lease periods greater than 7 days may take place at any dwelling subject to permit requirements.

If I rent my property for a lease term of more than 30 days, do I have to get a STRP?

No.

Who is an “occupant” of a short-term rental?

An occupant is the transient person or persons lodged overnight at the premise. All occupants must be identified in the rental registry maintained by the owner.

If I sell my property, is my STRP transferable?

No.

Does my permit apply to multiple properties?

A separate application and STRP must be obtained for each property that is used as a short-term rental.

What if I don’t get a STRP?

Operation of a short-term rental without first securing a STRP will result in City enforcement, which may include legal action.

Can I advertise my short-term rental on-site?

No. Aside from posting the STRP, there shall be no exterior indication of the presence of the short-term rental operating at the property.

How do I obtain the State of Wisconsin tourist rooming house license?

To obtain the State of Wisconsin license, please call the Eau Claire City-County Health Department to set up a pre-inspection and learn more about what is required for the license at 715-839-4718

Am I responsible for the conduct of my tenants?

Yes. Tenants may be found in violation of City or State laws and ordinances, including noise complaints, and are personally responsible for the associated penalties. The property owner may face City enforcement action regarding the STRP for repeat violations by tenants while the property is leased due to lack of adequate management. Upon three substantiated violations, the STRP is automatically referred to the Plan Commission for hearing and possible termination.

Why is a 24-hour contact number required?

Contact information is required in order for the City to resolve complaints or other conditions at the property that may arise during use as a short-term rental. Contact will only occur outside normal business hours if necessary.

How are STRP applications evaluated?

Potential applicants are encouraged to contact the City to ensure the applicant understands the standards and requirements of a short-term rental. After the owner has obtained a Tourist Rooming House License from Eau Claire County Health Department and Sale and Use Tax Permit from the State of Wisconsin, the owner may schedule a building and fire code inspection. Results of the inspection are required to be attached to an initial application. Upon receipt of an application, City staff will review for completeness, and evaluate the application according to the published requirements. Additional information may be needed. Applications are reviewed by staff. There are no public notices or appearance during public meetings required for an initial or renewal application.

(1) Initial Application: _____ Renewal Application: _____

(2) Location of Property

Address: _____ Parcel # _____

(3) Description of the premise area to be available for lease, including: number of bedrooms, square footage, total residence area, and an illustration (hand drawn okay) depicting residence footprint, lot lines, and parking area (attach additional page, illustration, and/or images as necessary).

(4) Determination of maximum permitted occupancy: _____

Maximum number of occupants in STR shall not exceed two occupants per bedroom plus two additional occupants, or as determined in conjunction with a STRP inspection (19.61.21 g)

(5) Copy of the State of Wisconsin Tourist Rooming House License

(6) State of Wisconsin Sale and Use Tax Permit Number: _____

(7) Copy of Operational Notice (19.61.21 f)

(8) Proof of Insurance coverage for STR activities.

(10) Results of Uniform Building Code and/or Fire Inspection (initial application)

Display: The Short-Term Rental Permit issued by the City shall be visible from the exterior of the principal structure and shall clearly indicate the name and telephone number of the owner.

Property Owner (must match tax records)

Name: _____

Address: _____

24-hour Contact Phone Number: _____ **Email:** _____

Representative Name (if applicable) _____

Phone Number: _____ **Email:** _____

Property IS / IS NOT (circle one) my primary residence as defined by the State of Wisconsin.

Pursuant to Altoona Municipal Code, short term rentals with a term less than 7 nights shall be “hosted”, meaning shall occur in an owner-occupied property with the owner present.

I, _____, the owner of the property:

1. Acknowledge receiving a copy or are aware of the short-term rental requirements per Chapter 19.61 of Altoona Municipal Code and agrees to comply with such requirements;
2. Agree to assure that the use of the premises by short-term rental occupants will not unreasonably disrupt the neighborhood, and will not interfere with the right of neighboring property owners;
3. Authorize the City of Altoona to verify information contained in this application;
4. Acknowledge that the residence may not have been designed, constructed or inspected as a commercial lodging establishment;
5. Agree that the I, the owner, or a representative designated on this application, shall be reasonably available to resolve any problems arising from use of the short-term rental unit.

I hereby certify that I have answered all the questions contained herein and know the same to be true and correct. Further, I understand that any approval issued, based upon false information or misrepresentation provided by the applicant, will be null and void and subject to penalty as provided by law and ordinances.

Signature of Owner

Date

<i>TO BE COMPLETED BY CITY STAFF</i>			
Application Reviewed By		Date:	
Application Complete: Y / N			
Missing or incomplete information:			
Applicant contacted regarding missing/incomplete information: Y / N			
			Date:

Application Approved:	Application Denied:
Permit Number:	Date of Permit Expiration:
Staff Comments:	