

Village of Birchwood  
PO BOX 6  
101 N. Main Street  
Birchwood, WI 54817



Phone: (715) 354-3300  
Fax: (715)354-7500  
ashley@birchwoodvillagewi.com

# Village of Birchwood

## Short-Term Rental License Application

License required if period of operation is more than 10 days in a license year, days not to be consecutive and less than 28 consecutive days to one renter in a license year.

### Short-Term Rental House Information

Property Address: \_\_\_\_\_  
Property 24 Hour Phone Number: \_\_\_\_\_  
Period of Operation: \_\_\_\_\_ Maximum Occupancy for Premise: \_\_\_\_\_

### Property Owner Information

Name of Owner: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Residential Address: \_\_\_\_\_  
Mailing Address (if different) : \_\_\_\_\_  
Email Address: \_\_\_\_\_

### Operator Information

Operator Name: \_\_\_\_\_  
Operator Residential Address: \_\_\_\_\_  
Operator Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Operator Name (if applicable) : \_\_\_\_\_  
Operator Residential Address: \_\_\_\_\_  
Operator Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Operator Name (if applicable) : \_\_\_\_\_  
Operator Residential Address: \_\_\_\_\_

Village of Birchwood

PO BOX 6

101 N. Main Street

Birchwood, WI 54817

Phone: (715) 354-3300

Fax: (715)354-7500

ashley@birchwoodvillagewi.com

Operator Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Required Items (check all that apply):**

- Completed Village of Birchwood Short-Term Rental License Application and applicable fees.
- Provide proof of valid property and liability insurance for dwelling unit.
- Provide a State of Wisconsin Tourist Rental House License as required by Wis. Stat. 66.1014(2)(d)2.a. issued by the Wisconsin Department of Agriculture, Trade, and Consumer Protection.
- Must have confirmation of successful completion of annual inspection by the Village Building Inspector to ensure compliance with Village of Birchwood Code of Ordinances and Wisconsin Administrative Code ATCP Chapter 72. (Building Inspector will contact you to setup an appointment.)

**Agreement (check all that apply):**

- I certify that I have read the foregoing answers and the same are true to the best of my knowledge. I understand that any Short-Term Rental License as required to comply with all provisions of Village Ordinances and I hereby certify that the property meets those ordinance/code requirements.
- I hereby certify that the short-term rental dwelling, subject to the license to this license, is my primary residence.

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

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**OFFICE USE ONLY**

Date Received: \_\_\_\_\_ Permit # \_\_\_\_\_

Date Paid: \_\_\_\_\_ Receipt # \_\_\_\_\_

Permitted: Yes \_\_\_\_ No \_\_\_\_ Permitted from \_\_\_\_\_ to \_\_\_\_\_

<p>Administration Fee: \$25.00</p> <p>Short-Term Rental License: \$100/annual</p>
---