



Guide To Short Term Rentals

For an online version with clickable items please visit:
StevensPointArea.com/guide-to-short-term-rentals

STEP 1: REVIEW THE GUIDELINES

- Be sure to look at the Wisconsin Administrative Code ATCP 72 from the state of Wisconsin before starting this process.
- Find these guidelines at bit.ly/WiStateCodeATCP72.
**bit.ly is case sensitive*

STEP 2: START LOCAL

- Contact your local zoning office or municipality to learn what requirements your area has for short term rentals.
- Not sure where to start? Visit the Portage County website to find your municipality's contact information: Co.Portage.wi.us/about-us/municipalities
 - For the town of Almond, email: tnalmond@yahoo.com
 - For the village of Amherst Junction, email: vilamhjt@iw-net.com
 - For the town of Buena Vista, email: townofbuenavista@gmail.com
 - For the town of Pine Grove, email: pinegrov@uiontel.net

STEP 3: APPLY FOR A LICENSE

- Before you can offer your property for short term rental to tourists and visitors, you need to apply for a license through Portage County.
- You can find the application here: bit.ly/ShortTermRentalLicenseApplication
- **Mail the completed application AND payment to:**
 - Portage County Health & Human Services
 - 817 Whiting Avenue
 - Stevens Point, WI 54481
- **NOTE:** It will take a minimum of ten business days to process your application.
- **NOTE:** The Portage County Department of Health and Human Services is the official licensing agent for the Department of Agriculture, Trade, and Consumer Protection.

STEP 4: ARRANGE A PRE-LICENSING INSPECTION

- After your application has been processed, you can expect a call or email from an inspector who will set up a date and time for the pre-licensing inspection.
- The inspection must be **completed** and **passed** for your application to be approved.

- The licensing year is from July 1 to June 30 each year.
 - A health inspection will occur once every licensing year after that to ensure continued compliance with the law.
 - If an initial license is approved in April, May, or June, the license will be valid until the end of the following year on June 30.

STEP 5: OBTAIN A ZONING PERMIT

- If you plan to rent out the property for more than 10 days in a 365-day calendar year, Zoning Permits through Portage County **are required.**
- **NOTE:** If you are only renting out your home or property for the 2023 U.S. Senior Open Championship hosted at SentryWorld (for 10 days or less), you may skip Step 5.
- Find the Zoning Permit Procedures for Portage County here: bit.ly/ZoningPermitProcedures
- Find the Portage County Zoning Permit Application here: bit.ly/ZoningPermitApplication
- **Mail the completed form to:**
 - Portage County Planning and Zoning Department
 - 1462 Strongs Avenue
 - Stevens Point, WI 54481

STEP 6: CONTACT THE STATE FOR A SELLER'S PERMIT

- A seller's permit is required for anyone that makes retail sales, leases, or rentals of tangible personal property or taxable services in Wisconsin unless all sales are exempt from sales or use tax.
- In a 365-day calendar year, if you anticipate earning:
 - **Less than \$2,000** from short term rentals, **no seller's permit is required.**
 - **\$2,000 or more** from short term rentals, **you must apply for a seller's permit.**
- For seller's permit information, visit: Revenue.wi.gov/Pages/faqs/pcs-seller.aspx

STEP 7: LIST YOUR PROPERTY

- The last step is to list your property on a third-party site where visitors can book their stay. There are many online sites people use to post their listings including:
 - [Airbnb.com](https://www.airbnb.com)
 - [Vrbo.com](https://www.vrbo.com)
 - [Booking.com](https://www.booking.com)
- These are just three examples of sites that you can list your property on. It is important that you find the right fit for you and what you want to accomplish by renting out your property.