



**Portage County Health and Human Services**  
**Division of Public Health**  
**817 Whiting Avenue Stevens Point, WI 54481**  
**715-345-5350**

**PORTAGE COUNTY**  
**LODGING AND RECREATIONAL FACILITY LICENSE APPLICATION**

**2022-2023**

*Wis. Stat. ch. 97*

Submit the completed application and fee(s), check or money order, payable to Portage County, to the address listed at the top of the application. A license will not be issued to an operator without prior inspection.

<b>ESTABLISHMENT NAME</b>	<b>NAME OF CITY/VILLAGE/TOWNSHIP</b>	<b>BUSINESS PHONE</b> ( ) -	
<b>ESTABLISHMENT ADDRESS</b>	<b>CITY</b>	<b>STATE</b>	<b>ZIP</b>
<b>LEGAL LICENSEE (name of sole proprietor, partnership, LLC, LLP, or Inc.)</b>	<b>EMAIL ADDRESS</b>	<b>BUSINESS PHONE</b> ( ) -	
<b>LEGAL LICENSEE ADDRESS</b>	<b>CITY</b>	<b>STATE</b>	<b>ZIP</b>
<b>NAME OF AGENT FOR THE CORPORATION/OPERATOR</b>	<b>INTENDED DATE OF OPENING FOR BUSINESS</b>		
<b>NAME OF FORMER BUSINESS</b>	<b>NAME OF FORMER OPERATOR</b>	<b>LICENSE ID</b>	

**Check appropriate category for each of the following section(s).**

<b>LODGING</b>	<b>No. of Sleeping Rooms</b>
<input type="checkbox"/> Tourist Rooming House (1-4 rooms) (Cabin, Cottage, etc.) <b>\$494</b> (\$142 License fee + \$352 Pre-inspection fee)	_____
<input type="checkbox"/> Hotel/Motel/Resort (5-30 Rooms) <b>\$ 848</b> (\$288 License fee + \$560 Pre-inspection fee)	_____
<input type="checkbox"/> Hotel/Motel/Resort (31-99 Rooms) <b>\$1,116</b> (\$340 License fee + \$776 Pre-inspection fee)	_____
<input type="checkbox"/> Hotel/Motel/Resort (100-199 Rooms) <b>\$1,384</b> (\$455 License fee + \$929 Pre-inspection fee)	_____
<input type="checkbox"/> Hotel/Motel/Resort (200+ Rooms) <b>\$2,001</b> (\$619 License fee + \$1,382 Pre-inspection fee)	_____
<input type="checkbox"/> Bed & Breakfast (8 Or Less Rooms) <b>\$ 494</b> (\$142 License fee + \$352 Pre-inspection fee)	_____
<b>Lodging Facility</b> – Does the facility have a restaurant for tourists, transients, or guests on the premises? <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	
<b>CAMPGROUND</b>	<b>No. of Sites</b>
<input type="checkbox"/> Campground (1-25 Sites) <b>\$670</b> (\$227 License fee + \$443 Pre-inspection fee)	_____
<input type="checkbox"/> Campground (26-60 Sites) <b>\$966</b> (\$306 License fee + \$660 Pre-inspection fee)	_____
<input type="checkbox"/> Campground (51-100 Sites) <b>\$1,207</b> (\$389 License fee + \$818 Pre-inspection fee)	_____
<input type="checkbox"/> Campground (101-199 Sites) <b>\$1,423</b> (\$455 License fee + \$968 Pre-inspection fee)	_____
<input type="checkbox"/> Campground (200+ Sites) <b>\$1,647</b> (\$521 License fee + \$1,126 Pre-inspection fee)	_____
<b>Campground Facility</b> – Does the facility have a restaurant for patrons? <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	
Layout and plan must be submitted with application for new and remodeled camps.	

<b>RECREATIONAL &amp; EDUCATIONAL CAMP</b>	
<input type="checkbox"/> <b>\$2,045</b> (\$644 License fee + \$1,401 Pre-inspection fee)	
<b>Total Capacity of Camp (maximum number of persons accommodated at one time):</b> _____	
<b>SWIMMING POOL (Per pool)</b>	
<input type="checkbox"/> <b>\$515</b> (\$338 License fee + \$177 Pre-inspection fee)	
<b>Type of pool (check each type of pool on property):</b>	
<input type="checkbox"/> Cold Soak (below 72°F)	<input type="checkbox"/> Experimental
<input type="checkbox"/> Combination	<input type="checkbox"/> Lap
<input type="checkbox"/> Diving	<input type="checkbox"/> Mobile
<input type="checkbox"/> Exercise	<input type="checkbox"/> Swimming
	<input type="checkbox"/> Therapy
	<input type="checkbox"/> Wading
	<input type="checkbox"/> Whirlpool
<b>WATER ATTRACTION (Per attraction)</b>	
<input type="checkbox"/> <b>\$720</b> (\$428 License fee + \$292 Pre-inspection fee)	
<b>Type of water attraction (check each type of attraction on property):</b>	
<input type="checkbox"/> Activity	<input type="checkbox"/> Vortex
<input type="checkbox"/> Interactive Play Attractions	<input type="checkbox"/> Wave
<input type="checkbox"/> Leisure River	<input type="checkbox"/> Zero-Depth Entry
<input type="checkbox"/> Vanishing Edge	
<b>WATER ATTRACTION (With up to 2 Pool Slides/Waterslides per Basin)</b>	
<i>Note: This section includes any pool with a slide that is not defined as a children's slide per ATCP 76.04(8).</i>	
<input type="checkbox"/> Water Attraction (with up to 2 pool slides/water slides per basin)	<b>\$ 720</b> (\$428 License fee + \$292 Pre-inspection fee)
<input type="checkbox"/> Per Waterslide or Pool Slide (in excess of 2 per basin)	<b>\$ 369</b> (\$192 License fee + \$177 Pre-inspection fee)
<b>Department of Safety and Professional Services plan of approval required for new/altered/modified pools.</b>	
<b>Check the appropriate box indicating when the business is in operation:</b> <input type="checkbox"/> Year Round <input type="checkbox"/> Winter <input type="checkbox"/> Summer	
<b>Days/Hours of Operation:</b> _____	
<b>TOTAL AMOUNT ENCLOSED:</b> \$ _____	
Your signature below will acknowledge that you have received a copy of the code or information as to where to obtain a copy and will comply with all applicable Wisconsin Administrative Code(s).	
<b>APPLICANT SIGNATURE</b>	<b>DATE SIGNED</b>

Portage County Code of Ordinances, Chapter 4 "Health and Sanitation" applies.

Wis. Stat. § 97.67 (5) and 97.605 (1)(c) "No license may be issued until all applicable fees have been paid."

Wis. Stat. § 97.67 (1) "No person ... who has not been issued a license under this section may conduct, maintain, manage or operate a campground and camping resort, recreational camp and educational camp or public swimming pool, as identified by department rule."

Wis. Stat. § 97.605 (1)(a) "No person may conduct, maintain, manage or operate a hotel, restaurant, temporary restaurant, tourist rooming house, vending machine commissary or vending machine if the person has not been issued an annual license by the department or by a local health department that is granted agent status under s. 97.615 (2).

Within **30 days** after receiving a complete application for a license, the department or its agent shall either approve the application and issue a license or deny the application. If the application for a license is denied, the department or its agent shall give the applicant reasons, in writing, for the denial.

*This institution is an equal opportunity employer.*