

Town of Spider Lake
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Town of Spider Lake
Documents Required For Short-Term Rentals

Licensing Period: January 1st through December 31st

APPLICATION WILL NOT BE ACCEPTED OR PROCESSED UNTIL ALL REQUIRED DOCUMENTS LISTED BELOW ARE SUBMITTED IN FULL TO THE CLERK'S OFFICE & FEE IS PAID

1. A State of Wisconsin Tourist Rooming House License
2. A seller's permit issued by the Wisconsin Department of Revenue
3. A State Lodging Establishment Inspection form dated within one (1) year of the date of issuance or renewal.
4. An employer identification number issued by the Internal Revenue Service (FEIN #)
5. Completed Town application form
6. A Room Tax Permit (if applicable)
7. Provide Proof of Insurance (appropriate proof showing home is used for a short-term rental)
8. Floor plan and requested maximum occupancy
9. Site plan that is drawn to scale, which includes onsite parking (may be hand drawn or provided by a contractor)
10. Designation of Property Manager and required Property Management Agreement (if applicable)
11. Certification from the property owner that the property meets the requirements of this Ordinance

ONCE PERMIT IS RECEIVED, THE PROPERTY OWNER OR PROPERTY MANAGER SHALL NOTIFY THE CLERK IN WRITING WHEN THE FIRST RENTAL BEGINS.

Licenses are issued for a one year period and must be renewed annually