



Community & Economic Development Department  
100 North Jefferson Street - Room 608  
Green Bay, Wisconsin 54301-5026  
www.greenbaywi.gov

Phone 920.448.3400  
Fax 920.448.3426

## Short-Term Rental Permit Application Process

A short-term rental is an accommodation for transient guests where, in exchange for compensation, a residential dwelling unit is provided for lodging for a period less than 28 days.

The City of Green Bay ordinance requires that those wishing to rent their property on a short-term basis obtain a Short-Term Rental Permit (STRP) as detailed below. Short-term rentals apply only to the Rural Residential (RR), Low-Density Residential (R1), and Medium-Density (R2) zoning districts.

Prior to occupancy as a short-term rental, the local representative shall obtain a City of Green Bay STRP Permit. Review and approval of a STRP applications may take up to 15 business days, assuming all needed information is supplied.

### **Initial application for new applications**

- Completed STRP application.
- \$100 application/review fee.
- Proof of insurance.
- Necessary permits and proof of registration as required in Sec. 44-1580 (j), Green Bay Municipal Code. (See application checklist).

### **Renewal of a STRP**

A STRP is valid for one year beginning June 1st and shall expiring on May 31<sup>st</sup> of each calendar year. A STRP may be renewed on an annual basis and shall meet the following standards:

- A Completed STRP application – checking the renewal box
- Proof of insurance, if changed
- Necessary permits and proof of registration as required in Sec. 44-1580 (j), Green Bay Municipal Code, if changed.
- Renewal Fee: \$100

## Frequently Asked Questions

### **Is my rental property considered a short-term rental?**

A short-term rental is defined as a dwelling unit in which paying guests are entitled to occupancy for a period less than 28 calendar days.

### **If I rent my property for more than 30 days, do I have to get a STRP?**

No. Properties that are rented for more than 28 days are exempt from the short-term rental ordinance.

### **Can I rent out a bedroom in my home?**

Yes. Under certain circumstances the use may be considered a Bed & Breakfast. Please contact the Community & Economic Development Department for more details.

**PLEASE NOTE:** All required materials **MUST** be submitted at the same time. Application materials that come in separately will **NOT** be processed or returned.

**What are the zoning requirements that apply to short-term rentals?**

Those requirements as stipulated in Chapter 44, Sec. 44-1580 (j), Green Bay Municipal Code, found in this link: [https://library.municode.com/wi/green\\_bay/codes/code\\_of\\_ordinances](https://library.municode.com/wi/green_bay/codes/code_of_ordinances)

**How long is the STRP valid for?**

The STRP certificate is valid until June 1 and must be renewed annually.

**Is there a fee for a STRP?**

The initial fee and annual renewal fee is \$100.

**If I sell my property, is my STRP transferable?**

The STRP is non-transferable.

**Does my permit apply to multiple properties?**

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

**What if I miss my renewal date (not sent in before 06/01)?**

The STRP will be voided and a new STRP permit will be needed.

**My STRP is leased through AirBnB or another rental agency. Do I still need a WI State Sale and Use Tax Permit?**

Yes. The City requires the sales and use tax permit for the property regardless of leasing mechanism

**What if I don't get a STRP?**

Failure to secure a STRP will result in City enforcement, which may include legal action.

**Why do I have to designate a local representative?**

The City requires that the property owner designate an individual to serve as a local representative to respond if there are immediate issues with the property. The agent may be the property owner.

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

No. The ordinance excludes advertising the availability of a short-term rental to the public on-site.

**PLEASE NOTE:** All required materials **MUST** be submitted at the same time. Application materials that come in separately will **NOT** be processed or returned.



## SHORT-TERM RENTAL PERMIT APPLICATION

Community and Economic  
Development Department  
100 N. Jefferson Street, Room 608  
Green Bay, WI 54301-5026  
(920) 448-3400 - phone  
(920) 448-3426 - fax

**Please complete and submit the following information to the Community and Economic Development Department:**

- New/initial application for a Short-Term Rental Permit (STRP) (Application/review fee: \$100)  
 Renewal of an existing STRP (Renewal fee: \$100)
- State of Wisconsin Sale and Use Tax Permit  
Sales and Use Tax Number: \_\_\_\_\_  
State of Wisconsin Sale and Use Tax Permit, see attached link:  
<https://www.revenue.wi.gov/Pages/SalesAndUse/Home.aspx>
- Proof of registration with the City of Green Bay Treasurer regarding Brown County Room Tax requirements. Please contact the Finance Department, (920) 448-3020 or [roomtax@greenbaywi.gov](mailto:roomtax@greenbaywi.gov).
- Proof of registration with the Brown County Health Department. Please contact the Brown County Health Department, (920) 448-6400.
- A lease agreement example provided that indicates language regarding compliance with parking, noise and other applicable City of Green Bay ordinances being met during occupancy of the structure.
- Proof of insurance.

Address of Short-Term Rental Property: \_\_\_\_\_

Tax Parcel Number of Property: \_\_\_\_\_

Number of Bedrooms: \_\_\_\_\_

Number of Parking Spaces provided on site: \_\_\_\_\_

**PLEASE NOTE:** All required materials **MUST** be submitted at the same time. Application materials that come in separately will **NOT** be processed or returned.

**Local Representative Information:** A property owner or his or her designee who permanently resides within the City of Green Bay or a licensed property management company with a physically staffed office within the City of Green Bay who manages a short-term rental.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

24-hour Contact Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Property Owner Information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

24-hour Contact Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

I, \_\_\_\_\_, the undersigned applicant:

- Acknowledge receiving a copy or are aware of the short-term rental requirements of Chapter 44, Sec. 44-1580 (j), Green Bay Zoning Code and agrees to comply with such requirements;
- Agree to assure that use of the premises by short-term rental occupants will not disrupt the neighborhood, and will not interfere with the rights of neighboring property owners to the quiet enjoyment of their properties;
- Authorize the City of Green Bay to verify information contained in the application;
- Acknowledge that the residence may not have been designed, constructed or inspected as a commercial lodging establishment;
- Agree that the local representative shall be reasonably available to handle any problems arising from use of the short-term rental unit; and
- Will provide written notification if the local representative changes temporarily or permanently to the Community and Economic Development Department.

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 Applicant

\_\_\_\_\_  
Date

Submit this application and all required documentation to:

Community and Economic Development Department  
100 N. Jefferson Street, Room 608  
Green Bay, WI 54301  
Or email to [planning@greenbaywi.gov](mailto:planning@greenbaywi.gov)

**A separate application must be submitted for each short-term rental property/unit.**

**APPLICATION FOR  
HOTEL - MOTEL - SHORT TERM RENTAL - ROOM TAX LICENSE  
IN THE CITY OF GREEN BAY, WISCONSIN**

NAME OF ESTABLISHMENT \_\_\_\_\_

ADDRESS OF ESTABLISHMENT \_\_\_\_\_

OWNER'S NAME \_\_\_\_\_

OWNER'S ADDRESS \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

If Corporation, NAME OF REGISTERED AGENT \_\_\_\_\_

If Corporation, NAME OF RESIDENT MANAGER \_\_\_\_\_

Number of Rooms \_\_\_\_\_

Parcel # \_\_\_\_\_

The applicant hereby authorizes the City Treasurer to make the necessary examination and inspection of the books, records and memoranda required to enforce the provisions of General Ordinance 6.16, City of Green Bay

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**SUBMIT COMPLETED APPLICATION TO:**

City of Green Bay  
Finance Department  
100 N. Jefferson Street, Room 105  
Green Bay, WI 54301  
920-448-3020  
Email: roomtax@greenbaywi.gov

**FOR OFFICE USE ONLY:**

Received by Finance \_\_\_\_\_

Permit number issued \_\_\_\_\_