



City of Green Bay
Department of Community and Economic Development

Short-Term Rental Permit Application Process

In 2016, the City of Green Bay approved a zoning text amendment defining short-term rentals, formerly known as transient residential uses, and specific conditions associated with the use. 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 ordinance was adopted to better manage short-term rentals by providing standards for better oversight, clarifying compliance and protecting the quality of our neighborhoods. The 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 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. Review and approval of a STRP may take up to 15 business days.

Initial application

- Completed STRP application.
- \$100 application/review fee.
- Proof of insurance.
- Necessary permits and proof of registration as required in 13-1602(j)(l), Green Bay Municipal Code.

Renewal of a STRP

A STRP is valid for one year and shall expire on June 1 of the calendar year. A STRP may be renewed on an annual basis and shall meet the following standards:

- Proof of insurance
- Necessary permits and proof of registration as required in 13-1602(j)(l), Green Bay Municipal Code.
- 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. If the home is your primary residence, the short-term rental ordinance does not apply. Under certain circumstances the use may be considered a Bed & Breakfast. Please contact the Department of Community & Economic Development for more details.

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

Those requirements as stipulated in Chapter 13-1602(j), as amended. See the attached link: https://library.municode.com/wi/green_bay/codes/code_of_ordinances?nodeId=CHI3ZOOOR_SUBCHAPTER_13.1600LAUSDEST_S13.1602REUS

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 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.



SHORT-TERM RENTAL PERMIT APPLICATION

Department of Community
and Economic Development
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 Department of
Community and Economic Development:**

1. New/initial application for a Short-Term Rental Permit (STRP) (Application/review fee: \$100)
2. Renewal of an existing STRP (Renewal fee: \$100)
3. 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>
4. Proof of registration with the City of Green Bay Treasurer regarding Brown County Room Tax requirements. Please contact Kathy Reissmann, Financial Analyst, (920) 448-3059 or roomtax@greenbaywi.gov.
5. Proof of registration with the Brown County Health Department. Please contact the Brown County Health Department, (920) 448-6400.
6. 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.
7. Proof of insurance.

Address of Short-Term Rental Property: _____

Tax Parcel Number of Property: _____

Number of Bedrooms: _____

Number of Parking Spaces provided on site: _____

Local Representative Name: (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: _____

I, _____, the undersigned applicant:

- Acknowledge receiving a copy or are aware of the short-term rental requirements of Chapter 13-1602(j) (as amended under GO 20-16), 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 Department of Community and Economic Development.

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 to the Department of Community and Economic Development, 100 N. Jefferson Street, Room 608, Green Bay, WI 54301 or email to paulne@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 - Kathy Reissmann
100 N. Jefferson Street, Room 105
Green Bay, WI 54301
920-448-3059 or 920-448-3020
Email: roomtax@greenbaywi.gov

FOR OFFICE USE ONLY:

Received by Finance _____

Permit number issued _____