

MINIMUM REQUIREMENTS CHECKLIST

1. One (1) bathroom for every six (6) occupants.
2. Not less than one hundred fifty (150) square feet of floor space for the first occupant thereof and at least an additional one hundred (100) square feet of floor space for every additional occupant thereof; the floor space shall be calculated on the basis of total habitable room area and is determined using interior measurements of each room. For purposes of this Section, floor space does not include kitchens, bathrooms, closets, garages, or rooms not meeting Wisconsin Uniform Dwelling Code requirements for occupancy. The maximum occupancy for any dwelling without a separate enclosed bedroom is two (2) people.
3. Sleeping rooms that meet the requirements set forth in DHS 195.14.
 - A. See Item 15.I below for requirements.
4. Not less than one and one quarter (1¼) onsite off-street parking spaces for every four (4) occupants based upon maximum occupancy. A parking space shall be a minimum of nine (9) feet wide and eighteen (18) feet long and may include area in garages, carports and open areas. Parking spaces may not extend into a setback of ten (10) feet from any lot line.
5. A safe, unobstructed means of egress leading to safe, open space at ground level.
6. Each area and room designated or used for sleeping shall have at least one (1) means of exit to the exterior, by door or egress window. If a room does not meet these qualifications, a sign shall be posted notifying occupants that the room shall not be used for sleeping due to lack of safe egress.
7. Basement areas designated or used for sleeping shall have at least two (2) exits to the exterior, by door or egress window. If a basement does not meet these qualifications, a sign shall be posted notifying occupants that the basement area shall not be used for sleeping due to lack of safe egress.
8. Functional smoke detectors and carbon monoxide detectors in accordance with the requirements of Chapter SPS 362 of the Wisconsin Administrative Code.
9. Shall not have a wood or solid fuel burning stove or fireplace unless the owner provides a certificate from a licensed commercial building inspector, fire inspector, or a verified statement from a reputable stove or fireplace sales/installer entity, dated not more than thirty (30) days prior to submission, certifying that the fireplace and chimney have been inspected and are in compliance with National Fire Prevention Association Fire Code Chapter 211 Standard for Chimneys, Fireplaces, Vents, and Solid Fuel-Burning Appliances; OR the applicant demonstrates that appropriate measures have been taken to block access to the woodstove or fireplace by any tourists or transients.
10. Shall not have a hibachi, gas-fired grill, charcoal grill, or other similar devices used for cooking, heating, or any other purpose on any balcony, deck or under any overhanging structure or within ten (10) feet of any structure.
11. Shall have insurance against claims of personal injury and property damage for tourist rooming house rentals.
12. Has obtained a health license from the State of Wisconsin or its designee for operation as a tourist rooming house.
13. Apply for a permit prior to opening for business.
 - A. Contact the Tri-County Environmental Department at 608-297-3135.
 - B. The Tri-County Environmental Department has 30 days to inspect an establishment following receipt of a completed permit application. The establishment must receive approval before opening for business.

C. License shall be conspicuously displayed in the establishment.

14. Has received the appropriate zoning designation, if required, under the County or other local zoning chapter.
15. Must pass a Lodging Establishment Health Inspection by the State of Wisconsin's designee before issuance of a license under this Chapter.
16. A visible and accessible fire extinguisher that has passed a fire inspection dated not more than one (1) year before the date of issuance or renewal by the local fire department or equivalent inspector.
17. Has an available Resident Agent as is required under this Chapter.
18. Neither the applicant nor the property that is the subject of the application has outstanding taxes, fees, penalties or forfeitures owed to the County or room tax due and owing to any local governmental entity.