Allouez Village Hall
1900 Libal Street, Green Bay, WI 54301
(920) 448-2800
Fax (920) 448-2850
www.villageofallouezwi.gov

Short-Term Rental Application Information

- A short-term rental is a residential dwelling unit provided for lodging for a period of more than 10 nights per year but less than 29 consecutive days, as defined in Wis. Stat. Sec. 66.0615 (1)(dk). *If a residential dwelling is rented for 29 days or more at a time, it is considered a standard month to month rental.*
- A Brown County Health Department license is required for any short-term rental, regardless of the number of rental nights.
- DO NOT rent your unit as a short-term rental until licensed by Brown County and the Village of Allouez.
- All required application material must be submitted at the same time along with the application fee. Applications that are not complete at submission will be returned to the applicant without processing.
- If a residential dwelling unit is listed through a marketplace, make sure they know the 10% room tax remittance is provided for a property in the Village of Allouez. If the marketplace does not collect on your behalf, or if you rent outside of a marketplace, a State Sellers permit through the Department of Revenue for the 5.5% sales tax will need to be obtained. Additionally, the 10% room tax will need to be collected and remitted to the Associated Trust via the attached remittance form.
- This is an annual license (July 1 – June 30) through the Village of Allouez and must be renewed every year the home is to be considered a short-term rental. The application and required documents must be submitted with payment every year prior to the current license expiration date.
- The Brown County and Village of Allouez inspections must be performed every year.

Additional Information:

- Brown County Health Department Tourist Rooming House License: https://www.browncountywi.gov/departments/public-health/general-information/services/business-licensing and scroll down to the "Lodging" section.
- Village of Allouez Short-Term Rental Code: (include Link)
- Wisconsin Tourist Rooming House License information (from Brown County Public Health): https://www.browncountywi.gov/departments/public-health/general-information/services/business-licensing
- Village of Allouez Short-Term Rental Inspection Information handout: (attach)

Application and Forms:

- Annual Short-Term Rental Application
- Room Tax Permit Application
- Brown County Room Tax form to be submitted quarterly to Associated Trust Company
- Tenant Notification to Property Owner (if applicable)