

**TRH MUST BE PRIMARY RESIDENCE • TRH MAY OPERATE 365 DAYS/YEAR**

**This application packet contains all instructions and forms needed to apply for a Tourist Rooming House ZTRHP1 Permit.**

*If you need an interpreter, translator, materials in alternate formats or other accommodations to access these forms, please call Building Inspection at (608) 266-4551.*

*Si necesita interprete, traductor, materiales en diferentes formatos, u otro tipo de ayuda para acceder a estos formularios, por favor llame al (608) 266-4551.*

*Yog tias koj xav tau ib tug neeg txhais lus, txhais ntawv, los sis xav tau cov ntaub ntawv pab kom paub txog cov lus qhia no, thov hu rau Chaw Haujlwm Kooq Soj Ntsuam Tsev (Building Inspection Division) (608) 266-4551.*

City of Madison  
 Building Inspection Division: Zoning Dept.  
 Madison Municipal Building, Suite 017  
 215 Martin Luther King, Jr. Blvd.  
 P.O. Box 2984  
 Madison, WI 53701-2984  
**phone:** (608) 266-4551  
**web:** [cityofmadison.com/trh](http://cityofmadison.com/trh)  
**email:** [zoningTRH@cityofmadison.com](mailto:zoningTRH@cityofmadison.com)



## OBTAINING A ZONING TOURIST ROOMING HOUSE PERMIT (ZTRHP1)

### How to Apply

- Download the permit [application packet](#), review materials and complete all required forms.
  - Apply online:**
    - To apply online you will need digital versions of all required attachments found in the [application packet](#), including a notarized signature on form ZTRHP1-B.
    - If you do not have one already, you must create an account on the City of Madison Licenses & Permits portal to fill out this application.
    - [Login or create an account](#). After logging in, go to **Permitting**, then select **Apply for a Permit**, then select **Tourist Rooming House ZTRHP1 Permit**.
  - Submit completed PDF application by mail, email, or at Zoning Counter:**
    - Complete all required forms before submitting and keep copies for your records. Do not send materials individually. This will cause a delay, as incomplete submittals are not reviewed until all required materials are in.
    - Submit all items below together as a complete packet, including:
      - ZTRHP1-A Application:** Completed application requires the following:
        - Public Health Madison & Dane County (PHMDC) [Tourist Rooming House License](#) or current licensing year.
        - [City of Madison Transient Room Tax Permit](#).
      - ZTRHP1-B Residence A idavit:** Separate form for each host & cohost, signed and notarized. Free notary services available at City Clerk's Office, by appointment at City Zoning, and at financial institutions.
      - ZTRHP1-C Condominium Association Approval** (Condos only): which explicitly states TRH operation is allowed in this unit.
      - ZTRHP1-D Advertising Locations:** Listing of all websites and places where operator has previously advertised this TRH and where operator intends to advertise in the upcoming year.
      - ZTRHP1-E Guest Registry:** Template or sample of your Guest Registry pages. If this TRH has been rented in the past, include all past rentals.
      - ZTRHP1-F Floor plans:** The entire TRH dwelling unit, showing all habitable space within dwelling unit. Label and number all bedrooms.
      - ZTRHP1-G Notice to property owner** (Tenants only): which describes the TRH operation, maximum number of guests allowed and how the operation will meet zoning code regulations.
      - ZTRHP1-G Lease Attachment** (Tenants only): Copy of lease which explicitly states TRH operation is allowed in this unit.
      - Application Fee:** Non-refundable \$100 application fee, checks payable to "City Treasurer." Mail, email or in-person with a [Zoning Review Counter appointment](#).
- City Building Inspection staff will review your application and schedule a home visit if application is approvable.
- Login or create an online account in the online portal (See step #3, above, for online applications). After home visit has been completed and approved, an email will instruct you on how to find your ZTRHP permit in the portal and pay your \$100 annual permit fee there.
- Once payment is received, permit will be emailed to you. When you receive your permit, you may begin advertising your TRH, being sure to post your permit number on all advertisings.

## What is a Tourist Rooming House (TRH)?

In Wisconsin law, rental for less than 30 nights of any partial or whole structure for sleeping accommodations is called a Tourist Rooming House.



Airbnb, VRBO, HomeAway, and Fairbnb.coop are a few online businesses that offer to connect hosts and travellers.

A valid Zoning Tourist Rooming House Permit (ZTRHP) is required before advertising or renting this type of space online or elsewhere.

## INSTRUCTIONS &amp; ALL FORMS: (CONTINUED)

## Dates &amp; Fees

- As of October 1, 2020, a valid Zoning ZTRHP permit is required.
- ZTRHP permitting year is July 1 to June 30 of the following year.
- Fees: \$100 one-time application fee & \$100 annual permit fee.

## Regulations for the Zoning Tourist Rooming House Permit ZTRHP1

1. Valid ZTRHP Permit is required from the City of Madison Zoning Department before advertising or renting out any TRH unit.
2. Valid ZTRHP permit number must be displayed in all TRH ads.
3. If operator does not occupy residence at time of rental, the Tourist Rooming House may operate no more than thirty (30) days per licensing year, July 1 to June 30.\*
3. If operator occupies residence at time of rental, there is no limit to number of days the TRH operates.\*
4. Operator may host two (2) or more individuals who separately book accommodations at the same TRH on any shared date if host remains on site each night.\*
5. TRH must be host's primary residence. Only property owner, or a renter whose lease explicitly allows it, may operate a TRH.\*
6. Prior to ZTRHP permit approval, Building Inspection staff will conduct a home visit to review floor plans, verify bedroom counts, and discuss TRH regulations and expectations with hosts, including answering any questions hosts may have.
7. Host name on all advertisements and website platforms must match the operator (permit holder) name; and photo ID identification required for operator and all owners of the TRH property.
8. Maximum guest occupancy is the lesser of twice the number of legal bedrooms or 12. Children under the age of 12 are not counted toward the guest occupancy count. See bedroom definition on Form ZTRHP1-F.
9. Permit is issued to a specific host for a specific dwelling unit. Permit is not transferrable. Permit does not authorize any person, other than the person named therein, to operate a short-term rental home in the dwelling unit.
10. Each establishment shall have a registry available on-site for inspection, indicating:
  - The true name & contact info (phone, email OR full street mailing address) of guest making the reservation
  - Dates of the stay
  - Acknowledgement of operator presence or absence each night of the stay
  - The registry shall include all information from the current registry year and the year immediately prior.
11. COMPLETE & ACCURATE Quarterly reporting to City Zoning from all operators is due one month after quarter ends (deadlines of Feb. 1, May 1, Aug. 1, & Nov. 1) for the following items:
  - Name and contact information of the person who made each reservation, and dates of stay for all guests during the previous quarter, including whether host was on or off site each night.
  - List of all websites and places TRH has been advertised in the previous quarter.
12. Violations of regulations subject to fines of \$500-\$1000 per day.
13. ZTRHP permit may be revoked for failure of operator to comply or maintain compliance with Zoning regulations. After a second occurrence of quarterly reporting not filed by required deadline, ZTRHP permit may be automatically revoked. Violation fines are doubled if permit has been revoked.
14. To maintain compliance with regulations throughout the year, any information submitted on permit application that changes during the year must be reported immediately, such as changes to floor plan, operator contact information, primary residence, or property owner, etc.
15. Prior to receiving a ZTRHP renewal permit, the TRH operator shall provide Zoning Administrator with any updates or changes to any of the documentation required or submit a statement to the Zoning Administrator stating there have been no changes to the information contained in the documentation. Prior to issuing a renewal permit, the zoning Administrator may conduct a reinspection.

## TRH MUST BE THE OPERATOR'S PRIMARY RESIDENCE DURING PERMITTING &amp; FOR PRIOR 12 MONTHS

## PRIMARY RESIDENCE DEFINITION:

A dwelling unit that serves as an individual's true, fixed and permanent home for at least 183 days in a calendar year and to which, whenever absent therefrom, that individual intends to return. Additional characteristics of a primary residence include, but are not limited to, where an individual receives mail, claims residence for purposes of voter registration, pays for utilities, and lists as their address on state issued identification cards. An individual can have only one primary residence.

\* Certain provisions allow this if TRH only operates with night stays between seven (7) and 29 consecutive nights. If host will never advertise or host any reservation for less than 7 consecutive nights, inquire at zoning about all regulations that must be followed for this option.

# APPLICATION: ZONING TOURIST ROOMING HOUSE PERMIT **ZTRHP1-A**

City of Madison  
Building Inspection Division: Zoning Dept.  
Madison Municipal Building, Suite 017  
215 Martin Luther King, Jr. Blvd.  
P.O. Box 2984  
Madison, WI 53701-2984  
**phone:** (608) 266-4551  
**web:** cityofmadison.com/trh  
**email:** zoningTRH@cityofmadison.com



## PRIMARY RESIDENCE • ZTRHP1 PERMIT

### FOR OFFICE USE ONLY:

Application Fee Paid via \_\_\_\_\_ Date \_\_\_\_\_

ZTRHP1- \_\_\_\_\_ - \_\_\_\_\_

Application Received Date \_\_\_\_\_

Application Completeness by \_\_\_\_\_ Date \_\_\_\_\_

Inspection Complete Date \_\_\_\_\_

Annual Permit Fee Paid Date \_\_\_\_\_

Permit Issued Date \_\_\_\_\_

Permit Denied Date \_\_\_\_\_

## TRANSLATION SERVICES

*If you need an interpreter, translator, materials in alternate formats or other accommodations to access these forms, please call the Building Inspection Division at (608) 266-4551.*

*Si necesita interprete, traductor, materiales en diferentes formatos, u otro tipo de ayuda para acceder a estos formularios, por favor llame al (608) 266-4551.*

*Yog tias koj xav tau ib tug neeg txhais lus, txhais ntawv, los sis xav tau cov ntaub ntawv pab kom paub txog cov lus qhia no, thov hu rau Chaw Haujlwm Koog Soj Ntsuam Tsev (Building Inspection Division) (608) 266-4551.*

## APPLICATION FORM

### 1. LOCATION: of Tourist Rooming House

Address: \_\_\_\_\_ Unit #: \_\_\_\_\_

Is this a condominium?  Yes  No If yes, form ZTRHP1-C Condominium Association permission must be included.

Type of property:  Single family dwelling  ADU  2-unit building  Multi-unit building

Public Health TRH License # \_\_\_\_\_ Transient Room Tax Permit # \_\_\_\_\_

Maximum Number of Guests: \_\_\_\_\_

Calculate number of legal bedrooms  $\_\_\_ \times 2 = \_\_\_$ . Maximum number of guests is the lesser of two times the number of legal bedrooms or twelve (12). Children under the age of 12 shall not count towards the maximum number of guests.

### 2. OPERATOR: of Tourist Rooming House

**Operator name** \_\_\_\_\_ May not be an LLC, trust, nonprofit or other corporate entity

Host name on all advertisings \_\_\_\_\_ List full names of all Cohosts \_\_\_\_\_

Company name (if applicable) \_\_\_\_\_ DBA name (if applicable) \_\_\_\_\_

Operator address \_\_\_\_\_ Unit # \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Operator relationship to property:  Owner  Tenant  Other: Explain \_\_\_\_\_

### 3. PROPERTY OWNER: of Tourist Rooming House

**Property Owner name** \_\_\_\_\_ Company \_\_\_\_\_

Company name (if applicable) \_\_\_\_\_ DBA name (if applicable) \_\_\_\_\_

Property Owner address \_\_\_\_\_ Unit # \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

# APPLICATION: ZONING TOURIST ROOMING HOUSE PERMIT

# ZTRHP1-A

## PRIMARY RESIDENCE • ZTRHP1 PERMIT (CONTINUED)

### 4. Submit the following items with your application

No application will be accepted without all of the following:

- ZTRHP1-A Permit Application:** completed Zoning Tourist Rooming House (ZTRHP1) Permit Application:
  - Public Health Madison & Dane County (PHMDC) Tourist Rooming House License number. Visit [PublicHealthMDC.com/STR](http://PublicHealthMDC.com/STR) to apply.
  - City of Madison Transient Room Tax Permit number. [Click here to apply.](#)
- ZTRHP1-B Residence Affidavit:** Separate form for each Host & Cohost. (Free notary services available at city agencies.)
- ZTRHP1-C Condominium Association Approval** (Condos only): which explicitly states TRH operation is allowed in unit.
- ZTRHP1-D Advertising Locations:** Listing of all websites and places where operator has previously listed their TRH and where operator intends to advertise in the upcoming year.
- ZTRHP1-E Guest Registry:** Sample of guest registry template. If rentals occurred in past, show all past rentals.
- ZTRHP1-F Floor plans:** of your TRH dwelling unit with all legal bedrooms labeled and numbered.
- ZTRHP1-G Notice to property owner** (Tenants only): which describes the TRH operation, maximum number of guests allowed and how the operation will meet zoning code regulations.
- ZTRHP1-G Lease Attachment** (Tenants only): Copy of lease which explicitly states TRH operation is allowed in this unit.
- Application Fee:** \$100. Checks payable to City of Madison. Cash, checks, VISA, MasterCard accepted at the Zoning Counter.
- Submit:** Online, or by mail or email to [zoningTRH@cityofmadison.com](mailto:zoningTRH@cityofmadison.com) and with mailed check, or drop off at Zoning Counter after making [Zoning Review Counter appointment](#). See address on previous page.

### 5. Agreements and signature

Please initial that you understand and will abide by the following agreements:

Agreement	✓	Initials
My valid ZTRHP permit number will be displayed on all advertisements and listings on any hosting platform or other type of advertising.		
I understand I may not book or rent to more than one reservation party on any given date unless I am on site on all of the overlapping rental nights.		
I understand that I am only allowed to be absent from the dwelling for a maximum of 30 nights per licensing year when rentals are occurring.		
I will submit quarterly report form <a href="#">ZTRHP-QR</a> each quarter year to City Zoning, which lists all websites and locations where I have advertised my TRH in the previous quarter and lists names and contact information of all reservation holders, all dates of stays, whether I was on site or off site each night of every guest stay that quarter.		
I understand the collection of room tax is required and this may require me to remit room tax directly to the City Treasurer's Office each quarter year.		
I will not exceed the maximum tourist occupancy (the allowable number of guests.)		
I have reviewed form ZTRHP1-INFO and am familiar with the Tourist Rooming House regulations in the City of Madison. I understand that failure to comply with all regulations may result in grounds for suspension or revocation of my permit and if permit is revoked, fines may be doubled.		
Permit is issued to a specific host. Permit is non-transferable. Permit does not authorize any person, other than the person named therein, to operate a short-term rental home in the dwelling unit.		
I acknowledge that I am to notify the City of Madison Zoning Department within three (3) days if I move and this address is no longer considered my primary address.		
Acceptance of application packet by the city does not constitute the issuance of a permit. Application is subject to review, verification, and inspection before approval may be granted; then payment of annual permit fee before permit is issued. <b>A valid ZTRHP permit must be issued before the property can be offered, advertised, or rented.</b>		

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# RESIDENCE AFFIDAVIT

# ZTRHP1-B

City of Madison  
 Building Inspection Division: Zoning Dept.  
 Madison Municipal Building, Suite 017  
 215 Martin Luther King, Jr. Blvd.  
 P.O. Box 2984  
 Madison, WI 53701-2984  
**phone:** (608) 266-4551  
**web:** cityofmadison.com/trh  
**email:** zoningTRH@cityofmadison.com



## PRIMARY RESIDENCE • ZTRHP1 PERMIT

FOR OFFICE USE ONLY:

ZTRHP1- \_\_\_\_\_ - \_\_\_\_\_

Received Date \_\_\_\_\_

ZTRHP1-B form approval by \_\_\_\_\_ Date \_\_\_\_\_

### NOTARIZED RESIDENCE AFFIDAVIT: Each Host and Cohost Must Submit a Separate Affidavit

#### 1. LOCATION: of Tourist Rooming House

Address: \_\_\_\_\_ Unit #: \_\_\_\_\_

#### 2. DEFINITION: Primary Residence

According to City of Madison Ordinance 28.211, a Primary Residence is defined as a dwelling unit that serves as an individual's true, fixed and permanent home for at least 183 days in a calendar year and to which, whenever absent therefrom, that individual intends to return. Additional characteristics of a primary residence include, but are not limited to, where an individual receives mail, claims residence for purposes of voter registration, pays for utilities, and lists as their address on state issued identification cards. An individual can have only one primary residence.

#### 3. DEFINITION: Primary Residence

I attest,

By signing below, I, \_\_\_\_\_ (Printed Name), swear or affirm under oath that I am the owner or tenant of the dwelling unit listed above, that this is my primary residence as defined above, and it has been my primary residence continuously since \_\_\_\_\_. I acknowledge that I am to notify the City of Madison Zoning Department within three (3) days if for any reason this address is no longer considered my primary address. I understand that my short term rental license may be revoked if I am found to not be in compliance with city ordinances and in which penalties may be incurred.

I understand that the statement made above regarding my primary residence is required by Madison General Ordinance Sec. 9.29 and Sec. 28.151 in order to receive a tourist room house permit in the City of Madison. I further understand that pursuant to Wisconsin Statute 946.32 any person who, under oath, knowingly makes a false statement when that statement is required by law is guilty of a Class H Felony. With this understanding, I swear or affirm under oath that I have carefully considered the contents of this Affidavit before signing and that the above statement regarding my primary residence is true.

Operator Signature: \_\_\_\_\_

Operator Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Subscribed and sworn to me before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

My Commission Expires: \_\_\_\_\_

Notary Public

# CONDOMINIUM ASSOCIATION PERMISSION

# ZTRHP1-C

City of Madison  
Building Inspection Division: Zoning Dept.  
Madison Municipal Building, Suite 017  
215 Martin Luther King, Jr. Blvd.  
P.O. Box 2984  
Madison, WI 53701-2984  
**phone:** (608) 266-4551  
**web:** cityofmadison.com/trh  
**email:** zoningTRH@cityofmadison.com



## FOR OFFICE USE ONLY:

ZTRHP1- \_\_\_\_\_ - \_\_\_\_\_

Received Date \_\_\_\_\_

ZTRHP1-C form approval by \_\_\_\_\_ Date \_\_\_\_\_

## CONDOMINIUM ASSOCIATION: Permission for Tourist Rooming House

### 1. LOCATION: of Tourist Rooming House

Address: \_\_\_\_\_ Unit #: \_\_\_\_\_

Condominium Name \_\_\_\_\_

### 2. OPERATOR: of Tourist Rooming House

Operator name \_\_\_\_\_

### 3. SIGNATURES

CHOOSE ONE:

- Letter of Permission from Condominium Association is attached, stating permission to operate a TRH at this dwelling unit and signed by an authorized representative of the Condominium Association.
- A Tourist Rooming House operation in this dwelling unit is allowed by the Condominium Association and verified by signatures below from authorized representative of the Condominium Association and the operator.

Operator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Condo Representative Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

AUTHORIZED TO SIGN ON BEHALF OF CONDOMINIUM ASSOCIATION

# ADVERTISING LOCATIONS: New Applicant

# ZTRHP1-D

City of Madison  
 Building Inspection Division: Zoning Dept.  
 Madison Municipal Building, Suite 017  
 215 Martin Luther King, Jr. Blvd.  
 P.O. Box 2984  
 Madison, WI 53701-2984  
**phone:** (608) 266-4551  
**web:** cityofmadison.com/trh  
**email:** zoningTRH@cityofmadison.com



**ADVERTISING LOCATIONS: New Applicant**

FOR OFFICE USE ONLY:

ZTRHP1- \_\_\_\_\_ - \_\_\_\_\_

## 1. LOCATION: of Tourist Rooming House

Address: \_\_\_\_\_ Unit #: \_\_\_\_\_

## 2. OPERATOR: of Tourist Rooming House

Operator name \_\_\_\_\_ Host name on all advertisings \_\_\_\_\_

List full names of all Cohosts \_\_\_\_\_

Company name (if applicable) \_\_\_\_\_ DBA name (if applicable) \_\_\_\_\_

## 3. FUTURE ADVERTISING: of Tourist Rooming House

List all platform names and other locations where you plan on advertising in the upcoming year: \_\_\_\_\_

## 4. PAST ADVERTISEMENTS: of Tourist Rooming House

- In the form on the following page, list all websites and locations where this TRH has been advertised in the past. Add additional sheets as needed. If never advertised before, write NO ADVERTISING on the form.
- If an Excel document would be preferable, go to [cityofmadison.com/trhreporting/](http://cityofmadison.com/trhreporting/). Download the Quarterly Reporting template ZTRHP-QR (Excel file), complete, and submit with your initial application along with this page.
- Include the unique listing number or name of property as shown in website address on hosting platforms. Below are examples of where to find listing numbers on some of the more common website advertising platforms:

- [https://www.airbnb.com/rooms/3203468?location=mongolia&source\\_im](https://www.airbnb.com/rooms/3203468?location=mongolia&source_im)
- <https://www.homeaway.com/vacation-rental/p846123a?noDates=true>
- <https://www.vrbo.com/1140747ha?noDates=true>
- <https://beta.fairbnb.coop/homes/ck2ncl9ic02v50596m6nwsc7k?checkIn>
- <https://www.flipkey.com/properties/6753621/>
- <https://www.misterbandb.com/rooms/141470>
- <https://www.booking.com/hotel/bt/the-chhodens-paro.html?aid=304142>
- <https://www.corporatehousing.com/apartment-community-profile/11663>







# FLOOR PLANS ZTRHP1-F

City of Madison  
 Building Inspection Division: Zoning Dept.  
 Madison Municipal Building, Suite 017  
 215 Martin Luther King, Jr. Blvd.  
 P.O. Box 2984  
 Madison, WI 53701-2984  
**phone:** (608) 266-4551  
**web:** cityofmadison.com/trh  
**email:** zoningTRH@cityofmadison.com



FOR OFFICE USE ONLY:  
 ZTRHP1- \_\_\_\_\_ - \_\_\_\_\_  
 Received Date \_\_\_\_\_  
 ZTRHP1-F form approval by \_\_\_\_\_ Date \_\_\_\_\_

## FLOOR PLANS: Label and Number each legal bedroom

### 1. LOCATION: of Tourist Rooming House

Address: \_\_\_\_\_ Unit #: \_\_\_\_\_

Type of property:     Single family dwelling     ADU     2-unit building     Multi-unit building

Max Number of Guests Allowed: \_\_\_\_\_

Calculate number of legal bedrooms \_\_\_\_\_ x 2 = \_\_\_\_\_. Maximum number of guests is the lesser of two times the number of legal bedrooms or twelve (12). Children under the age of 12 shall not count towards the maximum number of guests.

All the following floors must be included in floor plans, even if guests do not have access:

Does TRH dwelling unit have a basement?     Yes     No

Does TRH dwelling unit have habitable attic space?     Yes     No

Number of floors in dwelling unit, including basement level and habitable attic space: \_\_\_\_\_

### 2. OPERATOR: of Tourist Rooming House

Operator name \_\_\_\_\_ Host name on all advertisings \_\_\_\_\_

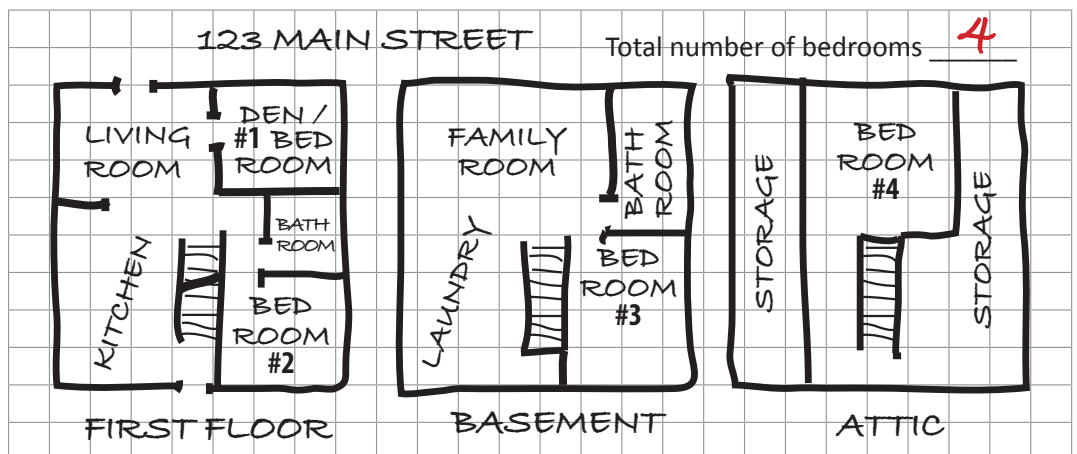
### 3. LEGAL BEDROOM DEFINITION

Any habitable space in a Dwelling Unit other than a kitchen or living room that is intended for or capable of being used for sleeping with a door that closes the room off from other common space such as living and kitchen areas, is within the dwelling unit thermal envelope, that is at least seventy (70) square feet in area, exclusive of closets and other appurtenant space, and meets Building Code standards for egress, light and ventilation according to the Uniform Dwelling Code, Wis. Admin. Code chs. SPS 320-325, or the Uniform Multifamily Dwelling Code, Wis. Admin. Code ch. SPS 366. A room identified as a den, library, study, office, dining room, or other extra room that satisfies this definition will be considered a bedroom.

### 4. DIRECTIONS

- Show all floors, including all basement levels and attic levels with habitable spaces. Include closets and attached garages.
- Label each room.
- Number each bedroom on the floor plans.
- Total number of bedrooms \_\_\_\_\_

### 5. SAMPLE FLOOR PLAN

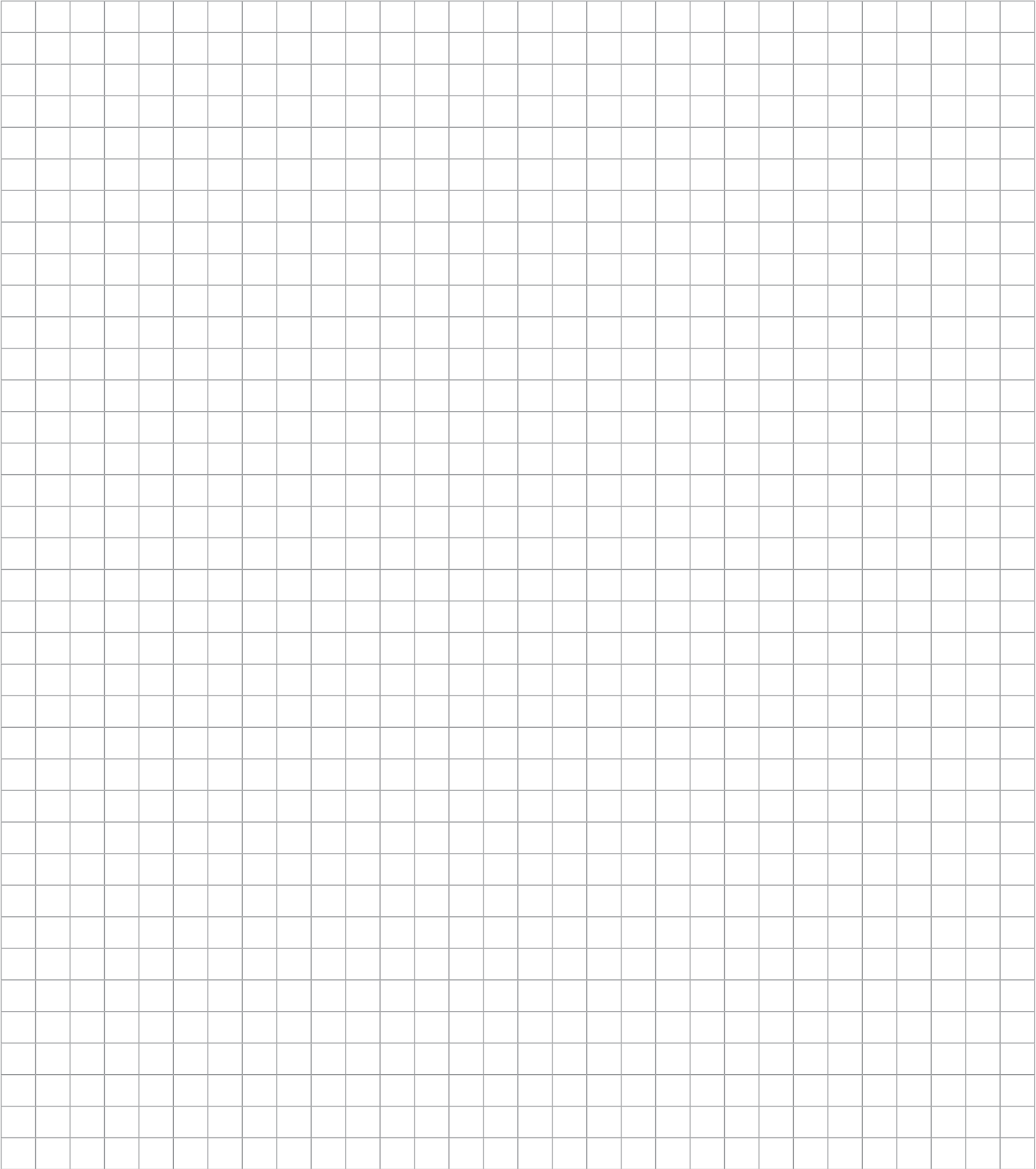


# FLOOR PLANS

# ZTRHP1-F

## FLOOR PLANS: Label and Number each legal bedroom (CONTINUED)

Tourist Rooming House Address: \_\_\_\_\_ Unit #: \_\_\_\_\_



# TENANT NOTIFICATION TO PROPERTY OWNER

# ZTRHP1-G

City of Madison  
Building Inspection Division: Zoning Dept.  
Madison Municipal Building, Suite 017  
215 Martin Luther King, Jr. Blvd.  
P.O. Box 2984  
Madison, WI 53701-2984  
**phone:** (608) 266-4551  
**web:** cityofmadison.com/trh  
**email:** zoningTRH@cityofmadison.com



FOR OFFICE USE ONLY:

ZTRHP1- \_\_\_\_\_ - \_\_\_\_\_

Received Date \_\_\_\_\_

ZTRHP1-G form approval by \_\_\_\_\_ Date \_\_\_\_\_

## NOTIFICATION FORM: From Tenant to Property Owner

### 1. LOCATION: of Tourist Rooming House

Address: \_\_\_\_\_ Unit #: \_\_\_\_\_

Type of property:     Single family dwelling     ADU     2-unit building     Multi-unit building

Maximum Number of Guests Allowed: \_\_\_\_\_

Calculate number of legal bedrooms  $\_\_\_ \times 2 = \_\_\_$ . Maximum number of guests is the lesser of two times the number of legal bedrooms or twelve (12). Children under the age of 12 shall not count towards the maximum number of guests.

### 2. OPERATOR: of Tourist Rooming House

Operator name \_\_\_\_\_ Host name on all advertisings \_\_\_\_\_

List full names of all Cohosts \_\_\_\_\_

Company name (if applicable) \_\_\_\_\_ DBA name (if applicable) \_\_\_\_\_

Operator address \_\_\_\_\_ Unit # \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Operator relationship to property:     Owner     Tenant     Other: Explain \_\_\_\_\_

**Lease Attachment:** A copy of lease is attached, which explicitly states TRH operation is allowed in this unit.

**Notice to property owner:** I agree to abide by all City of Madison regulations for the operation of a Tourist Rooming House, and which are explained on the reverse side of this form.

**Notice to property owner:** I will not rent to more than the allowable maximum number of guests in this Tourist Rooming House, as explained above.

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### 3. PROPERTY OWNER: of Tourist Rooming House

Property Owner name \_\_\_\_\_ Company \_\_\_\_\_

Company name (if applicable) \_\_\_\_\_ DBA name (if applicable) \_\_\_\_\_

Property Owner address \_\_\_\_\_ Unit # \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

I understand tenant will abide by all City of Madison regulations for the operation of a Tourist Rooming House, and which are explained on the reverse side of this form.

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## INSTRUCTIONS &amp; ALL FORMS: (CONTINUED)

## Dates &amp; Fees

- As of October 1, 2020, a valid Zoning ZTRHP permit is required.
- ZTRHP permitting year is July 1 to June 30 of the following year.
- Fees: \$100 one-time application fee & \$100 annual permit fee.

## Regulations for the Zoning Tourist Rooming House Permit ZTRHP1

1. Valid ZTRHP Permit is required from the City of Madison Zoning Department before advertising or renting out any TRH unit.
2. Valid ZTRHP permit number must be displayed in all TRH ads.
3. If operator does not occupy residence at time of rental, the Tourist Rooming House may operate no more than thirty (30) days per licensing year, July 1 to June 30.\*
3. If operator occupies residence at time of rental, there is no limit to number of days the TRH operates.\*
4. Operator may host two (2) or more individuals who separately book accommodations at the same TRH on any shared date if host remains on site each night.\*
5. TRH must be host's primary residence. Only property owner, or a renter whose lease explicitly allows it, may operate a TRH.\*
6. Prior to ZTRHP permit approval, Building Inspection staff will conduct a home visit to review floor plans, verify bedroom counts, and discuss TRH regulations and expectations with hosts, including answering any questions hosts may have.
7. Host name on all advertisements and website platforms must match the operator (permit holder) name; and photo ID identification required for operator and all owners of the TRH property.
8. Maximum guest occupancy is the lesser of twice the number of legal bedrooms or 12. Children under the age of 12 are not counted toward the guest occupancy count. See bedroom definition on Form ZTRHP1-F.
9. Permit is issued to a specific host for a specific dwelling unit. Permit is not transferrable. Permit does not authorize any person, other than the person named therein, to operate a short-term rental home in the dwelling unit.
10. Each establishment shall have a registry available on-site for inspection, indicating:
  - The true name & contact info (phone, email OR full street mailing address) of guest making the reservation
  - Dates of the stay
  - Acknowledgement of operator presence or absence each night of the stay
  - The registry shall include all information from the current registry year and the year immediately prior.
11. COMPLETE & ACCURATE Quarterly reporting to City Zoning from all operators is due one month after quarter ends (deadlines of Feb. 1, May 1, Aug. 1, & Nov. 1) for the following items:
  - Name and contact information of the person who made each reservation, and dates of stay for all guests during the previous quarter, including whether host was on or off site each night.
  - List of all websites and places TRH has been advertised in the previous quarter.
12. Violations of regulations subject to fines of \$500-\$1000 per day.
13. ZTRHP permit may be revoked for failure of operator to comply or maintain compliance with Zoning regulations. After a second occurrence of quarterly reporting not filed by required deadline, ZTRHP permit may be automatically revoked. Violation fines are doubled if permit has been revoked.
14. To maintain compliance with regulations throughout the year, any information submitted on permit application that changes during the year must be reported immediately, such as changes to floor plan, operator contact information, primary residence, or property owner, etc.
15. Prior to receiving a ZTRHP renewal permit, the TRH operator shall provide Zoning Administrator with any updates or changes to any of the documentation required or submit a statement to the Zoning Administrator stating there have been no changes to the information contained in the documentation. Prior to issuing a renewal permit, the zoning Administrator may conduct a reinspection.

## TRH MUST BE THE OPERATOR'S PRIMARY RESIDENCE DURING PERMITTING &amp; FOR PRIOR 12 MONTHS

## PRIMARY RESIDENCE DEFINITION:

A dwelling unit that serves as an individual's true, fixed and permanent home for at least 183 days in a calendar year and to which, whenever absent therefrom, that individual intends to return. Additional characteristics of a primary residence include, but are not limited to, where an individual receives mail, claims residence for purposes of voter registration, pays for utilities, and lists as their address on state issued identification cards. An individual can have only one primary residence.

\* Certain provisions allow this if TRH only operates with night stays between seven (7) and 29 consecutive nights. If host will never advertise or host any reservation for less than 7 consecutive nights, inquire at zoning about all regulations that must be followed for this option.

# SURRENDER TOURIST ROOMING HOUSE PERMIT

# ZTRHP1-J

City of Madison  
Building Inspection Division: Zoning Dept.  
Madison Municipal Building, Suite 017  
215 Martin Luther King, Jr. Blvd.  
P.O. Box 2984  
Madison, WI 53701-2984  
**phone:** (608) 266-4551  
**web:** cityofmadison.com/trh  
**email:** zoningTRH@cityofmadison.com



FOR OFFICE USE ONLY:

ZTRHP1- \_\_\_\_\_ - \_\_\_\_\_

Received Date \_\_\_\_\_

ZTRHP1-J form approval by \_\_\_\_\_ Date \_\_\_\_\_

## PERMIT SURRENDER

### 1. LOCATION: of Tourist Rooming House

Address: \_\_\_\_\_ Unit #: \_\_\_\_\_

### 2. OPERATOR: of Tourist Rooming House

Operator name \_\_\_\_\_

Company name (if applicable) \_\_\_\_\_ DBA name (if applicable) \_\_\_\_\_

### 3. PERMIT SURRENDER

- I acknowledge that I have removed all online listings for this Tourist Rooming House on this property effective \_\_\_\_\_
- I surrender this Tourist Rooming House permit and will no longer operate this Tourist Rooming House on this property effective \_\_\_\_\_

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Q&A

## TOURIST ROOMING HOUSES (TRHs) IN THE CITY OF MADISON

City of Madison  
 Building Inspection Division: Zoning Dept.  
 Madison Municipal Building, Suite 017  
 215 Martin Luther King, Jr. Blvd.  
 P.O. Box 2984  
 Madison, WI 53701-2984  
**phone:** (608) 266-4551  
**web:** [cityofmadison.com/trh](http://cityofmadison.com/trh)  
**email:** [zoningTRH@cityofmadison.com](mailto:zoningTRH@cityofmadison.com)



### What is the Zoning Tourist Rooming House Permit?

The ZTRHP1 Permit allows the operation of a TRH for stays of one night or more. If host is present when guests stay, there is no limit to the number of rental nights; if host is not present there is a 30-night maximum that the TRH may operate. This must be host's primary residence.\*

### Who can operate a TRH?

TRHs can be operated by home owners, or by tenants if explicitly allowed in the lease.

### Can I operate a Tourist Rooming House in my apartment?

Tourist Rooming Houses are allowable in all residential dwelling units within the City of Madison provided all regulations are followed.

### Do I need any special approvals or permits to rent out my home as a TRH?

You will need a valid [Zoning Tourist Rooming House Permit \(ZTRHP\)](#) from the City of Madison Zoning Department. To apply for the ZTRHP permit, you will first need to obtain a [Tourist Rooming House License](#) from Public Health Madison and Dane County, and a [Transient Room Tax Permit](#) from the City Treasurer's Office.

### Where can I find information about the rules and regulations about a Tourist Rooming House?

Go to [cityofmadison.com/TRH](http://cityofmadison.com/TRH)

### I already have a TRH license from Public Health. Do I need a ZTRHP permit too?

Yes.

### What fees are involved for obtaining all proper permits and licenses?

There is a one-time, non-refundable \$100 ZTRHP application fee, plus the ZTRHP annual fee of \$100. You will need a TRH license from Public Health in order to obtain the ZTRHP permit. Check their

## CITY OF MADISON COMMON COUNCIL

### Why have regulations?

Websites such as Airbnb and VRBO connect homeowners and renters with people who need a place to stay when they're traveling. Though many homeowners and renters use these platforms to host intermittent on-the-side rentals, some hosts have gone far beyond this modest ideal. In some parts of the country, property owners are using these web platforms to operate de facto hotels, and people are buying property with the sole purpose of using it as a short-term rental. Taken to these more extensive lengths, short-term rentals have a substantial effect on neighboring properties, changing the character of a neighborhood, and limiting the stock of affordable housing.

Madison has enacted ordinances that seek to strike a balance between the competing rights of property owners. Under city ordinance, homeowners or renters can earn some extra money renting out space in the dwelling they occupy, but reasonable restrictions ensure that neighbors retain the right to control the type of neighborhood they are living in.

### TRH DEFINITION

### What is a Tourist Rooming House?



In Wisconsin law, rental for less than 30 nights of any partial or whole structure for sleeping accommodations is called a Tourist Rooming House (TRH). Airbnb, Fairbnb.coop, and VRBO are a few online businesses that offer to connect hosts and travellers.

A Zoning Tourist Rooming House (ZTRHP) Permit is required before advertising or renting this type of space online or elsewhere.

## Q&A: (CONTINUED)

website for fee information about their license and other costs that may possibly be involved:

[publichealthmdc.com/str](http://publichealthmdc.com/str)

### **What does the zoning home visit involve?**

This is a walk-through of the unit in order to verify application information, especially submitted floor plans and bedroom counts. This is also an opportunity to go over the regulations and what's expected of hosts and to answer any questions hosts may have.

### **What's the difference between the TRH operator and the person listed as host in website postings and advertisements for the TRH?**

They are the same. An operator is the owner or lessee of the TRH dwelling and who runs the TRH by being the person identified in TRH postings and advertisements as the TRH host and who interacts with guests, both digitally and in person.

### **What does it mean to be "on site" during a rental?**

Being on site means the operator remains at the TRH through the night and does not reside elsewhere when guests have reserved the TRH.

### **Can I rent out several rooms separately to different reservation parties?**

Only if the operator stays on site through the night of each rental night while multiple reservation parties are present.\*

### **Can I rent out my whole home and be gone during the rental time?**

The TRH may only operate a maximum of 30 different nights throughout the licensing year when the operator is not on site during the overnights of guest stays. If the operator is on site during guest stays there is no limit to the number of nights the TRH may operate.\*

### **I own a two-flat apartment building and live in the first floor unit. Can I rent the upstairs apartment as a TRH?**

No. The TRH must be the operator's primary residence. An operator can only have one primary residence.\*

### **Can my sister, who lives in an apartment above my TRH, be a cohost?**

No. The TRH must be the primary residence of all hosts and cohosts listed in any ad postings. All hosts and cohosts

## **PRIMARY RESIDENCE DEFINITION:**

A dwelling unit that serves as an individual's true, fixed and permanent home for at least 183 days in a calendar year and to which, whenever absent therefrom, that individual intends to return. Additional characteristics of a primary residence include, but are not limited to, where an individual receives mail, claims residence for purposes of voter registration, pays for utilities, and lists as their address on state issued identification cards. An individual can have only one primary residence.

must each submit a separate residence affidavit.\*

### **My daughter is a college student who rents an apartment from a property owner with a year long lease.**

### **Can I rent out her apartment as a TRH during the summer when she's not living in Madison?**

No. TRHs can only be operated in the primary residence of a home owner, or a tenant if explicitly allowed in the lease.\*

### **Can I rent out my Accessory Dwelling Unit (ADU) as a TRH?**

The TRH must be the operator's primary residence. If the operator lives in the main house, they cannot rent out the ADU as a TRH. If the operator lives in the ADU, they can

rent out the ADU as a TRH but cannot rent out the main house as a TRH. An operator can only have one primary residence.

### **Is there a limit on how many guests I can host in my TRH?**

Yes. The limit depends on how many legal bedrooms the unit contains. The maximum number of guests is twice the number of legal bedrooms, up to a maximum of twelve guests. Do not count children under the age of 12 towards the maximum number of guests.

### **What is the definition of a legal bedroom?**

Any habitable space in a Dwelling Unit other than a kitchen or living room that is intended for or capable of being used for sleeping with a door that closes the room off from other common space such as living and kitchen areas, is within the dwelling unit thermal envelope, that is at least seventy (70) square feet in area, exclusive of closets and other appurtenant space, and meets Building Code standards for egress, light and ventilation according to the Uniform Dwelling Code, Wis. Admin. Code chs. SPS 320-325, or the Uniform Multifamily Dwelling Code, Wis. Admin. Code ch. SPS 366. A room identified as a den, library, study, office, dining room, or other extra room that satisfies this definition will be considered a bedroom.

### **Do I need my Home Owner's Association (HOA) permission to operate a TRH?**

The City of Madison is not a party to and does not enforce any private homeowners' association regulations. Property owners should review private regulations that apply to the



## Q&A: (CONTINUED)

property they or their tenants wish to use as a TRH since these regulations may restrict an owner from allowing the dwelling to be used as a TRH.

### **How do I keep the required registry? Do I ask guests to sign themselves into a registry book?**

The registry is a paper or digital record available for on-site inspection, indicating the true name of the individual making the TRH reservation, their contact information, dates of stay, and whether the operator was present or absent during the stay. The registry shall include all information from the current and prior registry year.

### **What reports do I need to submit each quarter year?**

All ZTRHP operators must create an online account and upload their [ZTRHP-QR](#) Quarterly Report forms to their ZTRHP record in that the portal. Quarterly Reports must include all advertising locations and registry information for the previous quarter year even if no hosted stays have occurred. QR templates are available at [ZTRHP-QR](#).

### **How does my permit get renewed, and do I need to pay the application fee again each year?**

Operators do not need to reapply each year or pay the \$100 application fee again when renewing their permit; however the \$100 annual permit fee must be paid online each year. A renewal payment notice will be sent by email for the annual permit fee of \$100. Adjustments to the TRH must be reported before renewing, such as changes to the floor plan, bedroom counts, operator contact information, etc. Renewal permit will be issued after changes are approved and payment is received. If renewal permit is not issued by the end of the licensing year on June 30, the permit is no longer valid and all advertisings and reservations must cease as of that date.

### **Can I rent out the RV in my driveway, or the tent in my backyard, or my garage as a TRH?**

No, this is not allowable. Only habitable space within a home may be rented out as a TRH.

### **What if my TRH guest ends up staying longer than 30 consecutive nights?**

TRH regulations only apply to stays of less than 30 nights.

### **How do I share concerns or complaints about a TRH with the city?**

Go to <https://www.cityofmadison.com/reportaproblem/> or call 608-266-4551. In the case of a life threatening emergency, dial 911.

\* Certain provisions allow this if TRH only operates with night stays between seven (7) and 29 consecutive nights. If host will never advertise or accept any reservation for less than seven consecutive nights, inquire at zoning about all regulations that must be followed for this option.