



**Village of Ashwaubenon**

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www.ashwaubenon.gov

# Short Term Rental Application Information

**When considering starting a short-term rental (AirBnB, VRBO, etc.) in the Village of Ashwaubenon, please first review the following bullet points. For the full ordinance, please see Village Ordinance [Article 6-13](#).**

- A Village of Ashwaubenon annual (July 1- June 30) short term rental license is required for any home rental of more than 10 nights per year. If a home is rented for 29 days or more continuously at a time, it is considered a standard month to month rental, and not a short-term rental.
- A Brown County Health Department license is required for any short-term rental, regardless of the number of rental nights.
- The municipal boundaries don't follow straight lines and can get confusing. You will want to make sure the unit is within the Village before you fill out all of our paperwork.
- Do not rent your unit as a short-term rental until licensed by Brown County and if it will be rented for more than 10 days per year (July 1- June 30), also the Village of Ashwaubenon.
- Carefully review and submit all applicable, required information detailed on the Brown County form and Village of Ashwaubenon application checklist. Applications cannot be submitted without all listed supporting documentation.
- If you decide to list through a marketplace (AirBnB, VRBO, etc.), please make sure they know the 10% room tax remittance is provided for a property in the Village of Ashwaubenon. If you rent outside of a marketplace, or the marketplace does not collect the room tax on your behalf (Google, Website, Facebook etc.), you will need to obtain a State Sellers permit through the Dept. of Revenue for the 5.5% sales tax, and collect and remit the 10% room tax to Associated Trust via the attached remittance form for any stays at your short-term rental. Please verify each marketplace collects the 5.5% state/county sales tax and the 10% Brown County room tax is remitted for Ashwaubenon.
- Regardless of whether you advertise through a marketplace or not, you must maintain records of the number stays for room tax auditing purposes. The record of stays must be submitted to the Village on a quarterly basis on a form included on the Village's website. The record must be submitted every quarter even if no stays occurred during that quarter.
- Non-owner-occupied short-term rentals may only rent for a minimum 6-night stay and all stays must occur within a consecutive 180 day window.
- If you will be making any interior alterations to the building (walls, electrical, plumbing, HVAC, etc.), please fill out and submit an Ashwaubenon Building Permit Application: [https://ashwaubenon.gov/media/3375/general\\_permit\\_application\\_updated-121322.pdf](https://ashwaubenon.gov/media/3375/general_permit_application_updated-121322.pdf) prior to starting any renovations.
- Please keep in mind this is an annual license (July 1 – June 30) through the Village and must be renewed every year you intend to operate the home as a short-term rental. The complete packet must be downloaded by the applicant, completed, and resubmitted every year. The Brown County and Ashwaubenon inspections must be performed every year as well.

**--Please see other side--**

### **Additional Helpful 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 Ashwaubenon Short Term Rental Information (application/forms):  
<https://ashwaubenon.gov/government/departments/building-inspection/short-term-rentals/>
- ✓ Village of Ashwaubenon Short Term Rental Code:  
<https://municrm.ashwaubenon.gov/cache/codebook/6-13.pdf>
- ✓ Village of Ashwaubenon STR Inspection Handout: <https://ashwaubenon.gov/media/3569/short-term-rental-inspection-handout.pdf>