



Community & Economic Development Department
100 North Jefferson Street - Room 608
Green Bay, Wisconsin 54301-5026
www.greenbaywi.gov

Phone 920.448.3400
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Short-Term Rental Permit Application Process

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 consecutive days.

The City of Green Bay ordinance requires that those wishing to rent their property on a short-term basis obtain a City of Green Bay Short-Term Rental Permit (STRP) as detailed below. Short-term rentals apply to all existing dwelling units regardless of legal conforming or legal nonconforming status and regardless of zoning districts.

Prior to occupancy or advertising a property for or as a short-term rental, the property owner (or local representative) shall obtain a City of Green Bay STRP. Review and approval of a STRP application may take up to 14 business days, assuming all needed information is supplied.

Initial/First application for a Short-Term Rental Permit

- Completed STRP application with local representative identified.
- \$500 application/review fee.
- Proof of registration with the City of Green Bay Treasurer regarding Brown County room tax requirements.
- Proof of registration with the Brown County Health Department.
- A lease agreement example.
- Proof of condominium association approval, if applicable.
- Proof of property owner consent to rent unit, if applicable.
- Proof of insurance.
- Necessary permits and proof of registration as required in Sec. 44-1580 (j), Green Bay Municipal Code.

Renewal of an existing Short-Term Rental Permit

A STRP is valid for one calendar year running from July 1 through June 30. A STRP may be renewed annually and must be received no later than July 1 to be considered a renewal. Renewal applications must include:

- Completed STRP application with local representative identified.
- \$250 application/review fee
- Updated proof of insurance, if applicable.
- Any other information that has changed from the previous year's permit application submittal.

All required application material must be submitted at the same time. Applications that are not complete at submission will be returned to the applicant without processing. Once the STRP application has been processed, a STRP placard will be issued to the property owner and must be installed as to be visible from the street right-of-way on which the principal structure is addressed on.

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 and you are residing in the home while a room is rented, the short-term rental ordinance does not apply. Please be aware that under certain circumstances the use may be considered a Bed & Breakfast. Please contact the Community & Economic Development Department for more details.

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

The requirements for short term rentals are stipulated in Chapter 44, Sec. 44-1580 (j), Green Bay Municipal Code, found in this link:

https://library.municode.com/wi/green_bay/codes/code_of_ordinances?nodeId=COOR_CH44ZO_ARTXVILA_USDEST

How long is the STRP valid for?

The STRP certificate is valid for 12 months starting on July 1 and ending June 30 and must be renewed annually.

Is there a fee for a STRP?

The initial fee is \$500. Annual renewal fee is \$250.

If I sell my property, is my STRP transferable?

The STRP is non-transferable. If the property changes ownership, a new permit will be required.

Does my permit apply to multiple properties?

A separate application and STRP must be obtained for each dwelling unit used as a short-term rental.

What if I miss my renewal date (not sent in before 06/30)?

The STRP will be voided and a new STRP permit will be needed.

My STRP is leased through AirBnB or another rental agency. Do I still need a Short Term Rental Permit?

Yes. The City requires a municipal permit regardless of how the rental is advertised.

What if I don't get a STRP?

Failure to secure a STRP will result in City enforcement, which may include financial penalty and 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 that can respond within 30 minutes should there be 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 with the exception of the required placard.



SHORT-TERM RENTAL PERMIT APPLICATION

Community and Economic
Development Department
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 Community and Economic Development Department:

1. New application for a Short-Term Rental Permit (STRP) (Application/review fee: \$500)
OR
 Renewal of an existing STRP (Renewal fee: \$250)
2. Proof of registration with the City of Green Bay Treasurer regarding Brown County Room Tax requirements. Submit page 5, Application for Room Tax License, either by mail: City of Green Bay Finance Department, 100 N. Jefferson Street - Rm 105, Green Bay, WI 54301 or email to: room.tax@greenbaywi.gov. After it is submitted, a permit will be mailed. Please contact the Finance Department at (920) 448-3020 or room.tax@greenbaywi.gov with questions.
3. Proof of registration with the Brown County Health Department. Please contact the Brown County Health Department, (920) 448-6400 -or- [TRH Application & Checklist 2024- Fillable & DocuSign.pdf \(browncountywi.gov\)](#).
4. A lease agreement example that indicates language regarding compliance with parking, noise and other applicable City of Green Bay ordinances being met during occupancy of the structure (info attached on pages 6 & 7).
5. Proof of condominium association approval if the property is part of one.
6. Proof of property owner consent to rent the dwelling unit.
7. Proof of insurance.

Address of Short-Term Rental Property: _____

Tax Parcel Number of Short-Term Rental Property: _____

Number of Bedrooms: _____

Number of Parking Spaces Provided On-Site: _____

PLEASE NOTE: All required materials **MUST** be submitted at the same time. Applications that are not complete or have materials that come in separately will **NOT** be processed but returned.

A separate application must be submitted for each short-term rental property/unit.

Local Representative Information: 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. A local representative must be able to respond to issues on the property within 30 minutes.

Name: _____
Address: _____
24-hour Contact Phone Number: _____ Email: _____

Property Owner Information:

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 44, Sec. 44-1580 (j), 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 and/or potentially inspect the property in the event a complaint is received;
- 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 Community and Economic Development Department.

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.

Signature of Applicant

Date

Submit this application and all required documentation to:

Community and Economic Development Department
Attn: STRP
100 N. Jefferson Street, Room 608
Green Bay, WI 54301
Or email to STR@greenbaywi.gov

**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
100 N. Jefferson Street, Room 105
Green Bay, WI 54301
920-448-3020
Email: room.tax@greenbaywi.gov

FOR OFFICE USE ONLY:

Received by Finance _____

Permit number issued _____



Lease Agreement Components

Short-Term Rentals

Green Bay Municipal Code, Chapter 44, Article XVI,
Section 44-1580(j): Short-Term Rentals.

Below are areas of the Green Bay Municipal Code most applicable to occupancy of a dwelling unit as a Short-Term Rental.

This list is only an example of regulations most pertinent to short-term rentals. It is not exhaustive, and all short-term rentals shall be bound by all regulations of the Green Bay Municipal Code.

Occupancy

- Tenant shall use the property for legal purposes only and other use, such as but not limited to, illegal drug use, abuse of any person, harboring fugitives, etc.
- Every room occupied by one person for sleeping purposes shall contain at least 70 square feet of floor space and 490 cubic feet of air space, and every room occupied by more than one person for sleeping purposes shall contain at least 60 square feet of floor space and 400 cubic feet of air space for each occupant thereof.
- No dwelling or dwelling unit or part thereof containing two or more sleeping rooms shall be so arranged that access to a bathroom or toilet room intended for use by the occupants of more than one sleeping room can be had only by going through another sleeping room; nor shall room arrangements be such that access to a sleeping room can be had only by going through another sleeping room or a bathroom or toilet room.
- No basement space shall be used as a sleeping room or dwelling unit or part thereof unless such sleeping room or dwelling unit or part thereof is in conformity with existing City or State Building Codes.

Vehicles/Parking

- Vehicles parked/stored on a property must be licensed and operable.
- Right-of-way, including but not limited to streets, sidewalks, terraces, and alleys shall not be obstructed.
- No vehicle shall be parked on the grass or other area of a lot not paved and designed for vehicular parking, with the exception of Packer game day parking.
- Parking is prohibited on the public street between the hours of 3 a.m. and 5 a.m.

Fires/Firewood.

See recreational fire regulations here:

<https://greenbaywi.gov/DocumentCenter/View/2457/Recreational-Fire-Guidelines-PDF-English?bidId=>

- No firewood shall be permitted in a front yard or within 4 feet of an adjoining property line.
- Firewood stacks shall not be in excess of 4 feet in height unless such stack is adjacent to and supported. Where the firewood is supported, the stack shall not be in excess of 6 feet.

Garbage & Recycling

- Garbage, recycling, yard waste, and other refuse accumulated between collection days shall:
- Be stored in an enclosed structure or building, or in containers with covers.
- Are screened from view of the street.
- **Not** be stored in the front of a building; side of a building; on, under, or alongside of a front porch, stoop, steps, landing, accessible ramp, or deck facing the street or within 15 feet of the right of way except during collection time periods.

Litter

- No person shall throw or deposit litter on any property within the City, whether owned by such a person or not.
- No person shall throw, deposit, or cause any litter to be scattered upon any driveway, apron, front, rear, or side yard of any occupied private property.

Animals

- No animal shall be left unattended within five feet of a public right-of-way (includes but not limited to sidewalks, streets, alleys, and public parking lots).
- No person who possesses an animal shall permit such animal to defecate upon any property other than that of its owner or custodian unless the custodian immediately thereafter cleans up and removes such animal feces from such property.
- No person possessing an animal shall permit more than 72 hours accumulation of such animal feces to remain on property.

Noise & Odor

- No person shall produce unreasonably loud noise (not to exceed 80 dB(A)) between the hours of 10:00 p.m. and 7:00 a.m.
- No use or structure shall create odor in an amount or to such degree as to unreasonably interfere with the use and enjoyment of property by any person of normal sensitivities or otherwise as to create a public nuisance.



CONDOMINIUM ASSOCIATION

Permission to Use Property as a Short-Term Rental

Green Bay Municipal Code, Chapter 44, Article XVI,
Section 44-1580(j): Short-Term Rentals.

Date: _____

Location of Short-Term Rental

Address (including Unit #): _____

Condominium Name: _____

Operator of Short-Term Rental

Operator Name: _____

Signatures

Choose one of the following:

- Letter of permission from Condominium Association is attached, stating permission is granted to operate a Short-Term Rental at this dwelling unit and signed by an authorized representative of the Condominium Association.
- A Short-Term Rental operation of this dwelling unit is allowed by the Condominium Association and verified by signatures below from authorized representatives of the Condominium Association and the operator.

Operator Signature: _____

Condo Representative Name: _____

Condo Representative Signature: _____



Property Owner Consent to Use Dwelling Unit as a Short-Term Rental

Green Bay Municipal Code, Chapter 44, Article XVI,
Section 44-1580(j): Short-Term Rentals.

Date: _____

Location of Short-Term Rental

Address (including Unit #): _____

Operator of Short-Term Rental

Operator Name: _____

Operator Address: _____

Telephone Number _____

E-mail Address: _____

Operator's relationship to Property:

- Tenant
- Management Company
- Other: _____

Property Owner of Short-Term Rental

Property Owner Name: _____

Property Owner Address: _____

Telephone Number _____

E-mail Address: _____

I understand the tenant above will be operating a Short-Term Rental at the specified location and I am aware that management and maintenance of the property is my responsibility as the property owner.

Owner's Signature: _____

