



Langlade County Health Department

1225 Langlade Road, Antigo, Wisconsin 54409-2795

Phone: 715-627-6250 Fax: 715-627-6391

Email: health@co.langlade.wi.us

<https://langladecountyhealthdepartment>



Steps to Start Renting Your Home/Cabin as a Vacation Rental

Tourist Rooming Houses, also known as short-term rentals, Air B n B's, VRBO's, rental cabins, vacation cottages are required to have a lodging license and follow State of Wisconsin lodging code ATCP 72.

Steps in obtaining a Tourist Room License (TRH) license include:

- 1) Read ATCP 72 and review the checklist below to ensure that your property meets requirements and is ready for licensing.
- 2) Check with other agencies regarding any regulations that may be required through their office. This may include (but is not all inclusive): sellers permit, township requirement for room tax, zoning department requirements.
- 3) Apply for a license.
 - a. Complete the Recreational License Application for Langlade County Health Department and submit to the address listed on the license. Applications are processed in the order they are received; there is no expediting of licenses.
- 4) Schedule a pre-inspection
 - a. A pre-inspection is **REQUIRED** before a license can be issued and before you can start renting.
An inspector will contact you by phone or email to set up a date and time for your pre-inspection. Pre-inspections must be complete within 30 days of receiving the application. Someone is required to be at the property during the pre-inspection.



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Tourist Rooming House (TRH) Inspection Checklist

The following are some of the more common requirements of a licensed, inspected TRH

- Drinking water from a private well tested for bacteria within last 12 months and a copy of the results provided.
- Private well should be constructed and pump installed in accordance with Ch. NR 812.
- Septic tank lids secure/locked at all times.
- All plumbing systems must be connected to an approved sewage system.
- Bottom of shower/tub should be slip resistant or have a slip resistant mat.
- Hot and cold running water available at all sinks.
- Soap, single-service towels or other means of drying hands shall be provided in each toilet room.
- All garbage shall be kept in separate leak-proof containers with tight fitting lids.
- Garbage emptied often to prevent overflow.
- Appliances and furnishing shall be in good repair.
- Cooking and eating utensils shall be in good repair and designed for food contact.
- Linens washed between guests and at least once per week. Soiled linens are kept separate from clean linens.
- Blankets, quilts, and bedspreads must be washable and maintained in a clean condition.
- Sheets must have a foldback of at least 12 inches over the bed covering.
- Mattress and pillow protectors or cover must be provided.
- All cabin or home construction (including those built before June 1 1980) shall comply with the Uniform Dwelling Code (UDC).
- Stairways with more than three risers shall have hand railings on at least one side that meet UDC
- Guard rails on elevated surfaces (decks, porches and patios greater than 24 inches from ground surface) required at least 36 inches in height and gaps that do not allow passage of 4 inches.
- Any room that has a gas space heater must have a constant supply of fresh air through a permanent opening.
- At least one smoke detector shall be located on each floor level in the hallway near bedrooms.
- *It is recommended that a smoke detector be located in EACH bedroom.
- At least one carbon monoxide detector on each floor if there is an attached garage, fireplace or fuel burning appliance.
- All windows that can be opened shall be screened, with no holes or gaps.
- Exterior door shall lock from the outside and non-key locking from the inside.
- Every sleeping room must be 400 cu. ft. per occupant over 12 yrs. of age and 200 cu. ft. per occupant under 12 yrs. of age.
- All ceilings shall be at least 7 ft. high. Adequate ventilation must be provided to all bathrooms.
- A guest register shall be maintained and kept for one year.



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Exit Requirements

	Constructed before June 1, 1980	Constructed after June 1, 2980
1 st Floor Exits	No requirement- Recommend 2 exits	Two exit doors required unless structure is less than 400 sq. feet. One exit door should discharge directly to grade If < 400 sq. feet one exit door and one egress window required
2 nd Floor Exits	No requirement- Recommend 2 exits	Two exits required: -One must be a stairway that lead to the 1st floor or discharge to grade. -The other exit can either be a door that leads to a balcony or a window that complies with window exiting requirements.
Exits from Lofts	No requirement- Recommend 1 exit	If loft > 400 sq. feet one stairway exit is required. If loft < 400 sq. feet, a stairway or ladder may be used.
Exits from Basement and Ground Floor	No requirement- Recommend 2 exits	Each basement used for sleeping shall have at least 2 of the following: - A door to the exterior of the building -A stairway or ramp that lead to the floor above. - A stairway that leads to the garage provided the garage has an exit door. - An egress window that complies with window exiting requirements in EACH bedroom.
Window Used for Exits	No Requirements- Recommend that rules are followed.	Windows used for exits shall: -Open from the inside without the use of tools. - Dimensions of at least 20 x 24 inches. - Lowest point of opening shall be no more than 60 inches above the floor

Recommendations:

- Recommend one Type ABC fire extinguisher per cottage
- Recommend list of emergency contacts fire/police in guest rules

*Review the Wisconsin Lodging Code for a complete list of required items.