



Environmental Health Division  
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January 4, 2022

Dustin Maher  
7537 Fallen Oak Dr.  
Middleton, WI 53593

**Subject: Notice of Licensing Violation(s) at 7537 Fallen Oak Dr.**

Dear Dustin,

It has come to Public Health Madison and Dane County's (PHMDC) attention that you are advertising an apartment/house for rent without a proper license. Short-term rentals (STR), also referred to as Tourist Rooming Houses (TRH), are defined as occupancy of less than 30 consecutive days for a fee. This type of activity may be licensable under Wisconsin State Codes: ATCP 72 Hotel, Motel or Tourist Rooming Houses or ATCP 73 Bed and Breakfast.

New STR businesses are encouraged, and PHMDC welcomes you to Dane County's business community as a small business owner. There are four main agencies that you must check with first before offering your property for STR, namely Zoning, Wisconsin Department of Revenue, City of Madison Treasurer, and PHMDC. Below, in order, are the steps to take to become a properly licensed STR:

- 1) Learn about your neighborhood's zoning regulations from City of Madison Zoning
  - 2) Obtain a WI Seller's Permit from Wisconsin Department of Revenue
  - 3) Register to pay room tax with the City of Madison Treasurer
  - 4) Apply and make payment for a PHMDC lodging license
- \*WI Seller's Permit is not required if advertisement and payment is made exclusively through Airbnb or VRBO

To further guide you through the licensing process visit <https://www.publichealthmdc.com/str>.

Upon completing the steps above, a PHMDC Sanitarian will perform your required pre-inspection to release your license. In the meantime, PHMDC requests that you immediately discontinue advertising your STR until a license is obtained. Noncompliance may result in future citations and/or fines.

Respectfully,

Stefanie Moccero  
Environmental Health Services Supervisor  
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Cc: City Attorney's Office  
Zoning Office  
City of Madison Treasurer