

2025 RES-365

AUTHORIZATION TO UPDATE LODGING LICENSING TYPES NOMENCLATURE AND FEE SCHEDULES WITHIN THE LICENSED ESTABLISHMENT PROGRAM

Public Health Madison & Dane County (Public Health) proposes authorization to update the nomenclature of license types for lodging facilities, along with the corresponding fee schedules and license applications, to reflect the updates established by the Wisconsin Department of Agriculture, Trade and Consumer Protection (DATCP).

The State of Wisconsin Department of Agriculture, Trade and Consumer Protection (DATCP) updated the licensing naming system for Chapter ATCP 72 Hotels, Motels, and Tourist Rooming Houses on January 26, 2026. The new naming system is based on three (3) lodging facility types most commonly seen in Wisconsin, and within each defined type there are six (6) to nine (9) sub-types based on the number of rooms, as follows:

Tourist Rooming House (TRH) (Lodging unit is based on individually keyed unit)

- 1 TRH
- 2 to 4 TRHs
- 5 to 9 TRH's
- 10 to 19 TRH's
- 20 to 39 TRH's
- 40 to 99 TRH's
- 100 to 299 TRH's
- 300 to 599 TRH's
- 600+ TRH's

Hotel and Motel (rooms are based on individually keyed unit)

- 5 to 30 Rooms
- 31 to 99 Rooms
- 100 to 249 Rooms
- 250 to 499 Rooms
- 500 to 749 Rooms
- 750 to 1000 Rooms
- 1000+ Rooms

Specialty Lodging (SL) (Lodging unit is based on an individually keyed unit)

- 1 SL
- 2 to 4 SL's
- 5 to 9 SL's
- 10 to 19 SL's
- 20 to 39 SL's
- 40 to 99 SL's

With these changes to the nomenclature of lodging license types, the corresponding licensing fees will also change; and, as agents for DATCP, Public Health will align its fee schedule with State fees. The ATCP 72 updates to nomenclature and fees relate to additional inspection requirements, which increase inspection time for these facilities. The revenue from these fee changes will cover the true cost of performing these services while maintaining proper staffing levels and a balanced budget.

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50 Per Dane County Ordinance Chapter 46.34 (1) Public Health Department license fees shall be
51 determined by the Board of Health. County fees for permits required by Section 46.33 shall be
52 established by the County Board and published in the Public Health Madison & Dane County
53 Fee Schedule, which shall be publicly available at the County Clerk's Office and posted on the
54 Department's website.
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56 Per Madison General Ordinances Chapters 7 and 9, Public Health Department license fees
57 shall be established by the Board of Health and may be reestablished by the Board of Health as
58 needed. These proposed changes to lodging nomenclature and fees will allow Public Health to
59 align with DATCP, perform the additional inspection requirements under ATCP 72, and meet the
60 emerging needs of the community.
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62 NOW, THEREFORE, BE IT RESOLVED that the annual establishment fees shall be established
63 by the Board of Health for Madison and Dane County and may be reestablished by the Board of
64 Health for Madison and Dane County as needed, per MGO Chapters 7 and 9; and
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66 BE IT FURTHER RESOLVED that the published Public Health Madison & Dane County license
67 fee schedules and license applications be publicly available at the City Clerk's Office and posted
68 on the Department's website; and
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70 BE IT FURTHER RESOLVED that the Board of Health for Madison and Dane County, on behalf
71 of Public Health Madison & Dane County, does hereby authorizes approval of the
72 above-mentioned lodging nomenclature and fee changes and establishes the fee schedules,
73 effective April 1, 2026; and
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75 BE IT FURTHER RESOLVED, that the Fee Schedule for licensing, inspections and permits of
76 licensed establishments in Dane County be determined by the Board of Health, and established
77 by the County Board per DCO Ch 46.34 (1); and
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79 BE IT FUTHER RESOLVED that the Dane County Board of Supervisors authorizes approval to
80 update the nomenclature of license types for lodging facilities, along with the corresponding fee
81 schedules and license applications; and
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83 BE IT FURTHER RESOLVED that the Dane County Board of Supervisors authorizes approval
84 of the total increase in revenue and amend the 2026 Public Health Budget by \$41,338.00 for the
85 Licensed Establishment Program related to fee changes; and
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87 BE IT FINALLY RESOLVED that the Dane County Board of Supervisors does hereby establish
88 the above-mentioned Public Health Lodging Nomenclature and Fee Schedules effective April 1,
89 2026.