



Door County Tourism Zone Commission
Lodging Permit Application Instructions

1. Please check in the top right corner if this is a **new application** or a **change of information** on file.
2. The top left is for **owner information**. This information must match Door County Land Records. If you are a new owner please indicate along the side of the permit the purchase date of the property.
3. If you have already obtained your **WI Sellers Permit**, please enter the ID#. If you don't have your Seller's Permit yet, please leave this blank and contact the Tourism Zone once you receive it. Please refer to the Wisconsin Department of Revenue for more information about obtaining a Sellers Permit at (608) 266-2776.)
4. **Driver's License** information is **mandatory** for the owner. Permits will not be processed without this information.
5. Below the owner information, is the **responsible party information**. If someone other than the owner is going to be responsible for collecting room tax and filing monthly reporting, please designate that person here.
6. The top right is the **Property Information**.
 - a) Property Name: Please be sure to name your property. If you are advertising your property online (craigslist.com, VRBO.com, Homeaway.com, Airbnb.com or any other vacation rental site) please be sure to include the name in your listing so that as the DCTZC office checks advertisements for unpermitted properties, the office can then easily check the permit database and know that your property is permitted.
 - b) If you don't know the municipality that your property is a part of, please leave the field blank. The DCTZC office will research this information for you.
7. **Type of Lodging**: please select the type of lodging for your property, and then enter the number of units you are offering.
8. **Operating Period & Number of Units Available**:
 - a) Some lodging properties, for example, close some units during the winter; some are completely closed during the winter. Enter the number of available units for each month.
 - b) If advertising your property, be sure that the months you are advertising that your property is available, matches what months you indicate your property is operating on the lodging permit application.
 - c) The months you indicate that you will be operating your property on the permit application are the months that require a monthly room tax report even if you have no rentals. What you indicate on your permit must match your advertising and vacancy calendars.
9. **Online advertising**: please enter what online site(s) you are using to advertise your property (include the listing # ID).
10. **Please complete the application by signing**
11. Once you complete your application, return it to the DCTZC office for processing. There is NO fee for the Lodging Permit.

12. If there are any issues with the application the office will contact you.
13. You will receive a permit packet with your approved application, two (2) copies of your lodging permit (one for your records and one to display conspicuously) and a cover letter containing your username and password for online filing.
14. Should any of the information that you entered on your original application change, please let the office know by completing a "**Change of Information Form**" or resubmitting the permit application with "**Change of Information**" selected at the top of the application. Changes must be reported within 14 days.

If you own/manage multiple properties in the same or multiple municipalities, you will need to submit a separate Lodging Permit Application for each property in each municipality in which you own/manage a lodging unit(s). Please duplicate the form provided as needed. If you are a firm that manages vacation rental properties you are responsible for notifying each of your property owners of the requirement to charge the room tax. You are also required to provide the Commission with a list of your properties under management for our records.

For further information, go to our website or contact:

Door County Tourism Zone Commission

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