



Door County Tourism Zone Permitting and Reporting Getting Started Checklist

The digital version with clickable items available on our website...

- ❑ Your property must be permitted and room tax collected on any transient rental, defined as any rental term less than thirty (30) days... even if you are only renting a few times a year.
- ❑ **BEFORE** advertising, commencing business or renting your property you *must be* permitted. If you begin rentals before being permitted you could be subject to penalties and responsible for room tax on any rentals prior to permitting. The DCTZC considers the commencement of business to be any and all advertising, social media, business associations or word of mouth advertising for your property.
- ❑ Print or request the Permit Application and Instructions: [Click Here For Permit](#)
- ❑ If your property is in the City of Sturgeon Bay you will need an additional permit from the City to rent your property. Please contact Marty Olejniczak, the Community Development Director at [920-746-6908](tel:920-746-6908) or MOlejniczak@sturgeonbaywi.org
- ❑ Complete your permit application
 - Choose the type of property you will be operating and tell us the operating months that you are advertising. What you advertise online should match the permit.
- ❑ Once the DCTZC receives your completed permit application the office will issue you your transient rental permit.
- ❑ You should also set up an account with the Wisconsin Department of Revenue to collect Wisconsin State Sales Tax. <https://www.revenue.wi.gov/Pages/home.aspx>
- ❑ Have your property inspected by the Department of Agriculture.
 - https://datcp.wi.gov/Pages/Licenses_Permits/RecFacLicenses.aspx
- ❑ Once you have your permit number, list your property.
 - Be sure to note in your listing that Door County Room Tax and Wisconsin State Sales Tax are in addition to rental costs.
 - Please list your Door County Tourism Zone Commission permit number in your online listing.
- ❑ Track your revenue and submit room tax reports.
- ❑ ROOM TAX REPORT: Click here for [Room Tax Reporting](#)
- ❑ ONLINE FILING BROCHURE: Click here for the [Online Filing Brochure](#)
- ❑ Monthly Remittance - Required for the months indicated on your lodging permit application.

It is the lodging provider's responsibility to submit each monthly room tax report and payment. The report and payment are due by the last day of the following month.

- ❑ *Even if you have no rental revenue you still need to report for the months listed on your permit!*
- ❑ Remember that all room tax owed by the transient and collected by each lodging provider is held in trust by each lodging provider until room tax reports and payments are remitted. At no time shall the taxes be used by the lodging provider for any other financial obligation or purposes.
- ❑ Advise the DCTZC office of any changes regarding your permit within 14 days. Click here for the [Change of information Form](#)
- ❑ Your returns will be checked... The DCTZC will audit records and online reviews to determine if the proper amount of tax has been calculated and remitted. Please note non-taxable lodging revenue must be reported and explained on the reporting form. Click here for [Press Release](#) on recent compliance.

WANT TO KNOW MORE?

- ❑ Did you know every month the DCTZC posts room tax reporting, meeting minutes, DCVB reporting to the website? [Link to Reports](#)
- ❑ Annually, the DCTZC posts the Annual Report and Annual Audit. [Link to Reports](#)
- ❑ <http://doorcountytourismzone.com/annual-reporting>
- ❑ Want to learn more about permitting, filing your room tax and other essential information? [Click Here for Frequently Asked Questions](#)
- ❑ Get involved... Be a tourism champion. How? Attend meetings, [Check the Calendar](#), post your permit number within your online listing(s), and spread the word about the value of room tax for Door County. [Click here](#) for more about how [Tourism Works for Us!](#)