



Brown County Public Health Lodging Guidance

What counts as a lodging facility?

DATCP has several definitions for types of lodging facilities. They include:

- **Hotel** – A hotel is defined as “a place where sleeping accommodations are offered for pay to transients, in 5 or more rooms, and all related rooms, buildings and areas.”
- **Motel** – Means the same as a hotel except that guest parking is provided on premise as part of the room change.
- **Tourist Rooming House (TRH) (Short Term Rental)** – A TRH is defined as “all lodging places and tourist cabins and cottages, other than hotels and motels, in which sleeping accommodations are offered for pay to tourists or transients.”
- **Bed and Breakfast (B&B)** – A B&B is defined as “any place of lodging that provides 8 or fewer rooms for rent to no more than a total of 20 tourists or other transients for more than 10 nights in a 12 month period, is the owner’s personal residence, is occupied by the owner at time of rental, and in which the only meal served to guests is breakfast.”

Definition of a tourist or transient “tourists or other persons who occupy a dwelling unit for less than 60 days while traveling away from their permanent place of residence..” Notice that in the definition for tourist or transient a person has to be away from his or her permanent address in order to meet the definition. **It does not matter if the tourist or transient is there for the season, the month, a week, a day or less. If it is rented to a tourist or transient, it will require a license.**

Lodging facilities come in many forms. Common examples of lodging facilities requiring a license include: hotel, motel, B&B’s, row houses, cabins, cottages, lodges, homes, condos or rental rooms located above a business.

Where do I begin?

Begin the process by contacting Brown County Public Health Division. They will assist you through the process and help determine the best license for your lodging operation. They can provide you with information that will guide you through the licensing process. You can contact them by calling 920-448-6400 to speak to a health inspector. An inspector will guide you through the licensing application, inspection, and approval process.

