

# VILLAGE OF EPHRAIM

FOUNDED 1853



**September 22, 2025**

Dear Village of Ephraim Short-Term Rental License holder,

Short-Term Rental "STR" properties that currently hold a 2025 Village of Ephraim STR License will need to renew their STR Licenses for the 2026 season.

The first step in the process is to obtain your copies of your previous license application(s) from your records (copies were mailed back to property owners with every issuance of your STR license). You will need to review the documents to determine if any changes are necessary. This will determine the method of renewal as outlined in this letter.

All applications must be submitted as complete applications (with payment, all required forms, and documentation) to be considered on time. The property owner, **not** the designated agent/property management company, shall complete the Renewal License Application and Renewal Certification Form.



If you are no longer renting, please complete the **CERTIFICATION OF NON-RENTAL FORM (enclosed)** and submit the required documentation, depending on your situation, by the November 26, 2025, due date.

## **IMPORTANT INFORMATION ABOUT DUE DATES:**

### **THE DEADLINE TO SUBMIT APPLICATIONS IS WEDNESDAY, NOVEMBER 26, 2025.**

- If the Village does not receive your complete STR License Application by November 26, 2025, it is subject to a \$150 late fee. Licenses will not be issued without payment of all license fees in full.
  - i. Initial Licenses/Renewal Licenses will not be issued unless all outstanding taxes or fees owed to the Village, such as Property Taxes, Room Tax, Premier Resort Area Taxes, Personal Property Taxes, or municipal sewer fees, are brought current. (Please make sure any delinquency is paid before the due date so that your application is considered on time.)
- 2025 licenses expire on December 31, 2025. If an STR License is not renewed by the expiration date, property owners will need to submit a new Initial STR License Application and pay a new Initial STR License Application fee of \$200 plus the \$150 late fee.

### **IMPORTANT INFORMATION ABOUT PROPERTY OWNERSHIP:**

Please note: If the listed ownership name for your property has changed since the issuance of the initial STR License or you have added additional units, you will need to complete a **new** Initial License Application and submit an Initial STR License Application fee. A new Initial License Application and instructions can be printed off the Village of Ephraim website from the "Short Term Rentals" page.

- *Example: The previous STR License Application submitted showed that the property was owned by Jim and Joan Smith, which was confirmed with Door County Land Records at the time of licensing. At the time of renewal, Door County Land Records reflects that the property is now owned by J & J Smith LLC.*
  - *Since the ownership names are different, a new Initial License Application will need to be submitted for a 2026 STR License, along with a new Initial License Application fee of \$200.*
  - *Note: Additional properties on the same License Application must have ownership listed in Door County Land Records exactly the same. For instance, Ephraim Bayview 302 LLC and Ephraim Bayview 303 LLC cannot be applied for on the same application. If you had a license that multiple properties were listed under the same ownership, but new ownership is now reflected in Door County Land Records for each property, you will need to submit a new Initial License Application and fee for each property for the 2026 STR License.*

Also enclosed is the Renewal Certification Form for completion and submission with the Renewal Application.

### **THERE ARE TWO METHODS TO COMPLETE YOUR RENEWAL APPLICATION. PLEASE PROCEED WITH THE DIRECTIONS BELOW BASED ON WHETHER YOU HAVE CHANGES TO YOUR PREVIOUS VILLAGE OF EPHRAIM STR LICENSE APPLICATION AND SUPPORTING DOCUMENTS.**

*\*\*2025 STR Licenses expire on December 31, after which a new Initial License Application and new Initial License fee must be submitted, plus the late fee. (A renewal License Application is prohibited. Please contact the Village office if you need assistance at 920-854-5501 or [office@ephraim.wi.gov](mailto:office@ephraim.wi.gov)).*

#### **1. AFTER REVIEWING YOUR PREVIOUS LICENSE APPLICATION(S) & SUPPORTING DOCUMENTS, IF THERE HAVE BEEN **NO** CHANGES TO ANY OF THE INFORMATION SUBMITTED, PLEASE COMPLETE THE FOLLOWING STEPS:**

- a. Please select "NO, THERE ARE NO CHANGES" at the top of the STR Renewal License Application.
- b. **Reminder: Ownership must be listed exactly the same as on the previous application. A new Initial License Application must be submitted if the property owner's name has changed from what was stated on the previous application (This information will be confirmed in Door County Land Records).**
- c. Complete sections 1, 2, & 3 of the STR Renewal License Application.

- d. Initial Sections 6 and 7.
  - e. Sign section 8.
  - f. Checklist for submission (Section 9):
    - i. Completed Village of Ephraim STR Renewal Application and payment of \$150 renewal fee. (If necessary, payment of the late fee.)
    - ii. Provide a copy of your current State of Wisconsin Department of Agriculture, Trade and Consumer Protection "DATCP" issued Tourist Rooming House License "TRH". The TRH License must be dated within one (1) year of the previous issuance or renewal.
      - 1. If you cannot locate your current TRH License, please email DATCP inspector Craig Kratcha at: [Craig.Kratcha@wisconsin.gov](mailto:Craig.Kratcha@wisconsin.gov)
    - iii. Complete and submit the Renewal Certification Form.
  - g. Mail, email, or deliver your STR Renewal Application, Renewal Certification form, and supporting documents to the Village of Ephraim Administrative Office, along with the \$150 renewal fee made payable to the Village of Ephraim. Please note your property address in the memo field with "STR". Payment and application materials must be delivered on or before November 26, 2025, before the end of business at 4:00 PM. Partial applications will not be considered on time.
    - i. If submitting payment separately for fees via Bill Pay, you are responsible for ensuring there is ample time for delivery so that your application is on time. Note the property address and STR in the memo field so the payment can be matched up with your application.
    - ii. If your STR Renewal Application is submitted after the due date, a \$150 late fee will be applied. Late STR Renewal Licenses will not be issued until the renewal and late fees are paid in full.
- Office address: 10005 Norway Street, Ephraim, WI 54211 (office hours Monday – Friday, 8 AM - 4 PM). *(The office is closed 11/27 and 11/28 for the Thanksgiving Holiday.)*
- Mailing address: PO BOX 138, Ephraim, WI 54211
- Email Address: [office@ephraim.wi.gov](mailto:office@ephraim.wi.gov)
- h. Once the STR Renewal Application has been reviewed and approved, you will receive your STR License by mail.
    - i. Please note if there are any outstanding taxes or fees owed to the Village, such as Property Taxes, Room Tax, Premier Resort Area Taxes, Personal Property Taxes, or municipal sewer fees, your 2026 STR License will not be issued until the outstanding balances are made current.
  - i. If a property management company manages your rental for you, you must provide a copy of your completed STR License Renewal Application packet and STR License to the management company so that they can comply with the STR ordinance, property occupancy maximums, and property rules.
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2. **AFTER REVIEWING YOUR LICENSE APPLICATION(S) & SUPPORTING DOCUMENTS, IF YOU FIND THAT CHANGES ARE REQUIRED** to your previous application(s) such as your contact information, designated agent, site plan, sizing of your POWTS system, occupancy, or any other changes from the previous application, you will need to complete the STR Renewal Application in its entirety.
- a. **Reminder: Ownership changes or changes to the number of units permitted will require a NEW INITIAL STR Application. Ownership must be listed exactly the same as the previous application to proceed with the STR Renewal Application process listed below.**
  - b. Please select "YES, THERE ARE CHANGES" at the top of the STR Renewal Application.
  - c. Complete the entire STR Renewal Application form.
  - d. Checklist for submission:
    - i. Please indicate with a cover letter what has changed in your application/supporting documents.
    - ii. Completed Village of Ephraim STR Renewal Application and payment of \$150 renewal fee. (If necessary, payment of the late fee.)
    - iii. Concerning the documents that support the renewal application, only those with changes from the previous application submission need to be resubmitted.
      1. If there are changes to your site plan, residence sketch, or POWTS system, please provide a new residence sketch, site plan, and/or the newly issued sanitary permit that clearly indicates the number of bedrooms your system is permitted for.
    - iv. If there are changes to your contact information or designated agent, you will need to resend Neighbor Notification letters and **provide copies of each** letter with your STR Renewal Application if your property is located within a residentially zoned area of the Village.
      1. Please contact the office for assistance (920-854-5501 or office@ephraim.wi.gov) to obtain your neighbor's addresses located within three hundred feet (300') of your property. Please don't use the addresses from the previous STR License Application, as there may have been property transfers resulting in new owners.
    - v. Provide a copy of your current State of Wisconsin Department of Agriculture, Trade and Consumer Protection "DATCP" issued Tourist Rooming House License "TRH". The TRH License must be dated within one (1) year of the previous issuance or renewal.
      1. If you cannot locate your current TRH License, please email DATCP inspector Craig Kratcha at: Craig.Kratcha@wisconsin.gov
    - vi. Complete and submit the Renewal Certification Form.
  - e. Mail, email, or deliver your STR Renewal Application and supporting documents to the Village of Ephraim Administrative Office, along with the \$150 renewal fee made payable to the Village of Ephraim. Please note your property address in the memo field with "STR". Payment and

application materials must be delivered on or before November 26, 2025, before the end of business at 4:00 PM. Partial applications will not be considered on time.

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Email Address: [office@ephraim.wi.gov](mailto:office@ephraim.wi.gov)

- f. Once the STR Renewal Application has been reviewed and approved, you will receive your STR License by mail.
  - i. Please note if there are any outstanding taxes or fees owed to the Village, such as Property Taxes, Room Tax, Premier Resort Area Taxes, Personal Property Taxes, or municipal sewer fees, your 2026 STR License will not be issued until the outstanding balances are made current.
- g. If a property management company manages your rental for you, you must provide a copy of your completed STR License Renewal Application packet and STR License to the management company so that they can comply with the STR ordinance, property occupancy maximums, and property rules.

Please retain copies of your License Application and supporting documents in a safe place for use with future license years. The Village will notify STR license holders regarding the 2027 renewal, but it will be the responsibility of the license holder to retain, review, and submit the necessary documents for renewal.

If you need assistance, please reach out to the Village Deputy Clerk, Kim Roberts:

- Phone: 920-854-5501
- Email: [office@ephraim.wi.gov](mailto:office@ephraim.wi.gov)