



Washington Ozaukee Public Health Department License Application

To receive a license, send the completed application and fee(s), check or money order, payable to **Ozaukee County**.
You will be contacted to arrange a date to inspect and license the facility.

Note: Licenses are not transferable. A change of operator requires a pre-inspection and a new license

Application is for: ☐ **New Establishment** ☐ **Change in Ownership**

Establishment Name	County – Washington or Ozaukee (circle one)
Establishment Street Address, City, State and Zip Code	Establishment Telephone ()
Name of Operator	E-mail Address
Legal Licensee (such as name of sole proprietor, partnership, LLC, Corporation)	Legal Licensee Telephone ()
Licensee Street Address, City, State and Zip Code (if different than establishment address)	Intended Date of Opening
Name of Former Business or Operator (if applicable)	Mailing Address (circle one) Establishment or Licensee

Check the appropriate license type for which you are applying:

LODGING – ATCP 72***

Tourist Rooming House	Total Fees Due	Annual Fee	Pre-inspection
☐ 1 Tourist Rooming House	\$933.00	\$341.00	\$592.00
☐ 2 to 4 Tourist Rooming Homes	\$1418.00	\$518.00	\$900.00
☐ 5 to 10 Tourist Rooming Homes	\$1732.00	\$632.00	\$1100.00
☐ 10 to 19 Tourist Rooming Homes	\$1890.00	\$690.00	\$1200.00
☐ 20 to 600+ Tourist Rooming Homes	Please consult with Department		

Hotel & Motel	Total Fees Due	Annual Fee	Pre-inspection
☐ 5 to 30 Rooms	\$1103.00	\$403.00	\$700.00
☐ 31 to 99 Rooms	\$1418.00	\$518.00	\$900.00
☐ 100 to 249 Rooms	\$1732.00	\$632.00	\$1100.00
☐ 250 to 499 Rooms	\$2048.00	\$748.00	\$1300.00
☐ 500+ Rooms	Please consult with Department		

Specialty Lodging	Total Fees Due	Annual Fee	Pre-inspection
☐ 1 Specialty Unit	\$933.00	\$341.00	\$592.00
☐ 2 to 4 Specialty Units	\$1418.00	\$518.00	\$900.00
☐ 5 to 10 Specialty Units	\$1732.00	\$632.00	\$1100.00
☐ 10 to 19 Specialty Units	\$1890.00	\$690.00	\$1200.00
☐ 20 or more Specialty Units	Please consult with Department		

BED & BREAKFAST – ATCP 73***

☐ Bed & Breakfast	Total Fees Due	Annual Fee	Pre-Inspection
	\$470.00	\$170.00	\$300.00

- Wis. Stat. 97.67(5) and 97.605(1)(c) "No license may be issued until all applicable fees have been paid."
- Wis. Stat. 97.605(1)(a) "No person may conduct, maintain, manage or operate a hotel, restaurant, temporary restaurant, tourist rooming house, vending machine commissary or vending machine if the person has not been issued an annual license by the department or by a local health department that is granted agent status under s. 97.615(2)."
- Within 30 days after receiving a complete application for a permit, the department shall approve the application and issue a license or deny the application. If the application for a license is denied, the department shall give the applicant reasons, in writing, for the denial.

A license shall not be issued to an operator without prior inspection.

To obtain a copy of the code that regulates your license, search online for ATCP 72 or 73. Contact our Department if you cannot access the codes

TOTAL AMOUNT ENCLOSED: \$ _____	
Your signature below will acknowledge that you have received a copy of the code or information as to where to obtain a copy and will comply with all applicable Wisconsin Administrative Codes.	
Signature – Applicant	Date Signed:

Please speak with someone from our Environmental Health team before submitting payment for a new application.

Return this application and check or money order payable to **Ozaukee County** to: Washington Ozaukee Public Health Department
333 E Washington St, PO BOX 2003, West Bend, WI 53095 OR 121 W Main St, Room 246, Port Washington, WI 53074
Phone: 262-335-4462 or 262-284-8170 Fax: 262-335-4463