

## APPLETON HEALTH DEPARTMENT

100 North Appleton Street

Appleton, WI 54911-4799

920/832-6429 Fax 920/832-5853

### STEPS TO STARTING A BED AND BREAKFAST

1. Contact the **Appleton Health Department (832-6429)**:
  - Talk to a Sanitarian regarding requirements and license fees
  - Obtain a copy of WI Administrative Code Chapter HFS-197, Bed and Breakfast Establishments. This can be obtained at the following web address:  
<http://www.legis.state.wi.us/rsb/code/dhs/dhs197.pdf> .
  - Obtain a copy of and Municipal Code Chapter 9, Article VII. This can be obtained at the following web address: [http://www.appleton.org/municipal\\_code](http://www.appleton.org/municipal_code)
2. Contact the **Inspections Division (832-6411)** to discuss additional code requirements
3. For new construction, provide a set of blueprints to the Health Department and Inspections Division. Blueprints will be examined and you will be notified of any changes, if needed. The Health Department and other departments involved will monitor the building process and are also available to answer questions you may have.
4. Prior to opening, a pre-licensing inspection will be conducted by the Health Department. The Health Department requires proof that the B & B is the primary personal residence of the applicant and also requires final approvals from all other departments involved in the process prior to the issuance of a Health license. ***The establishment may not rent rooms, prepare, serve, or sell breakfasts or beverages until a license is issued.***

#### Other Licenses and General Information:

- \* Two parking spaces are required for the residents of the B&B and an additional parking space is required for each rented room. Contact the **Community Development Department (832- 6460) regarding parking screening requirements.**
- \* A bed and breakfast establishment with five (5) to a maximum of eight (8) guestrooms may be permitted with a Special Use Permit. Contact the **Community Development Department (832- 6460) early in the process.**
- \* Buildings constructed or remodeled After January 1980 and prior to May 11, 1990 are required to meet the Uniform Dwelling Code. Contact the **Inspections Division (832-6411)**
- \* Bed & Breakfast establishments are limited to providing not more than 2 complimentary 4-fluid-ounce glasses of wine per day to a person renting a room at the Bed & Breakfast establishment for consumption on the premises. For further information regarding the serving of alcohol beverages, contact the **City Clerks Office (832-6443).**
- \* For information regarding recycling and refuse pickup contact the **Department of Public Works (832-5580).**
- \* WI statutes require the Assessor's office to assess for tax purposes, personal property used in the operation of a business. For more information or any questions, contact the **Assessor's Office (832-5850).**
- Check with the **Finance Department (832-6442)** to see if there are any outstanding bills from previous owners. ***All bills must be paid before a license will be issued.***