

## 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 and Municipal Code Chapter 9, Article VII

### **2. Contact the Inspections Division (832-6411) to discuss code requirements**

### **3. Notify neighbors of proposed Bed and Breakfast. Submit an Affidavit of Notification and a parking plan to the Planning Department (832-6460) (see below).**

### **4. 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.**

A variance must be granted by DHFS, to be licensed as a B & B, if a structure was built after May 11, 1990. The Health Department will assist in this process.

The Health Department and other departments involved will monitor the building process and are also available to answer questions you may have.

### **5. 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:

\* For assistance in preparing required parking plans and obtaining neighbor's addresses for the required notification, contact the Planning Department (832-6460) early in the process.

\* Buildings constructed after May 11, 1990 must meet COMM 50-64 and COMM 69 under the scope of COMM 57 requirements. Some buildings constructed or remodeled prior to May 11, 1990 may be required to meet applicable building codes at the time they were constructed or remodeled. 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.