



NAME: _____

PO BOX 149
MERCER, WI 54547

Tourist Rooming House Checklist (as of Oct 2025)

ALL items must be turned in or the application will not be accepted

Items Applicant Received form the Town

Applicant/Clerk Initials

_____ Tourist Rooming House Procedure Form

_____ Tourist Rooming House Application

_____ Tourist Rooming House Ordinance

Items Required to Turn in Before Application Will be Accepted

Applicant/Clerk Initials

_____ Town of Mercer Tourist Rooming House Application

_____ Iron County Tourist Rooming House Application

_____ WI Seller's Permit (tax) # written on Mercer TRH application and copy of the WI Seller's Permit

_____ Notice that the neighbors were contacted

_____ Copy of rental agreement

_____ Lot dimensions and distinct map of the property

_____ Demonstration of adequate parking (map with dimensions)

_____ Verification of resident agent being 21 years old and following TRH ordinance

_____ Copy of agent agreement

_____ Proof of property tax payment

_____ Septic inspection/information

_____ Driveway width and canopy height

_____ Number of people in the rental is equal to the number allowable (based upon septic or size)

_____ \$550 payment (\$50 Planning Commission Review and \$500 Application Fee)



Tourist Rooming House (TRH) Application Procedure

In order to operate a Tourist Rooming House (TRH) in the Town of Mercer, an interested party must take the following steps:

1. Complete the Iron County Tourist Rooming House Application. Be sure to attach the required additional information and pay the required fee. (For more information, contact the Iron County Zoning Administrator at 715 561-5414).
2. When approved, the Iron County Zoning Department will submit your application to the Town of Mercer. You must then complete the Town of Mercer TRH application with all of the required attachments that are listed on the form (Rental Agreement, lot dimensions, copy of map of property, demonstration of adequate off-road parking, Agent Agreement, Seller's Permit number, driveway width/height, copy of driver's license of owner or agent (WI resident residing within 50 miles of the property) and septic inspection/information, etc. Iron County will notify your neighbors but as a courtesy you might want to contact them individually).
3. Pay \$550 for Planning Review (\$50) and Town Application Fee (\$500).
4. Your application and information will then go to the Planning Commission for their recommendation to the Town of Mercer Board. It is recommended that applicant attend the Planning Commission meeting. The Planning Commission typically meets on the second Tuesday of each month and will have their Board recommendation prior to the next Mercer Town Board meeting.
5. The Mercer Town Board Meets to approve your application. It is recommended that the applicant attend the Mercer Town Board Meeting when the item is on the agenda. The Mercer Town Board typically meets the 2nd Thursday of each month.



6. After the TRH applications approval, pay the \$500 annual Town of Mercer permit fee.
7. Read the Mercer TRH ordinance thoroughly as there are specific items which may revoke your permit automatically.
8. Obtain the Iron County Health Department permit
Phone # 715-561-2191.

Once you have a TRH permit from 1. Iron County, 2. the Town of Mercer level and 3. Iron County Health Department, contact the Town Treasurer for the final steps of the permitting process.

Revised October 2025



PO BOX 149, MERCER, WI 54547

Reference to Ordinance 2005.5

APPLICATION for TOURIST ROOMING HOUSE PERMIT

Updated Oct 2025

Planning Commission Review Fee: \$50
Tourist Rooming House Application Fee: \$500
Annual Tourist Rooming House Permit Fee: \$500

WI Seller's Permit (Tax) # _____ Iron Co. Health Dept. Permit # _____

Please Print Clearly

Owner Name: _____

Telephone: _____ Email: _____

Mailing Address: _____ City _____ St _____ Zip _____

Legal Description of Property: (include property tax Parcel number) _____

Street Address of Property: _____

Resident Agent: (must be 21 years old and meet requirements of the TRH ordinance)

Name: _____ Telephone: _____

Address: _____

Mailing Address: _____

Please Attach

- _____ Copy of filed Iron County TRH Application
- _____ Copy of Iron County TRH Approval Letter
- _____ Copy of Rental Agreement for operation of TRH
- _____ Proof of property tax payment
- _____ The number of renters does not exceed the septic allowance
- _____ Lot dimensions _____ x _____
- _____ Demonstration of adequate off-road parking
- _____ Driveway width and canopy height

- _____ Copy of driver's license for applicant (Mercer resident) or Agent
- _____ Verification that resident agent is a WI resident residing within 50 miles of the residence
- _____ Planning Commission Review Fee (\$50) and Application Fee (\$500)
- _____ \$500.00 Annul TRH Permit Fee (payable when permit is approved by Town of Mercer)

Acknowledgement: I hereby certify that all information contained herein is accurate to the best of my knowledge. I have read the Mercer Tourist Rooming House ordinance and agree to abide by the policies set therein.

 Signature of Applicant

Date: ____/____/____

The Town of Mercer has the right to accept or reject this application.

Office use only

Planning Commission and Application Fee paid: \$ _____ Check # _____ Date: ____/____/____ Clerk Town of Mercer

Annual Fee paid: \$ _____ Check # _____ Permit #: _____ Date: ____/____/____ Treasurer Town of Mercer

Phone: 715-476-2403 | Fax: 715-476-9152 | Email: clerk@townofmercervi.gov | Website: www.townofmercervi.com

Ordinance #2005-05 Tourist Rooming Houses (TRHs), amended 2010-02, 2021-04, 2021-8 and 2025-09

The Town of Mercer Supervisors do ordain as follows:

1. **Purpose and authority:** For the purpose of ensuring the quality of Tourist Rooming Houses (TRHs) operating within the Town is adequate for protecting the public health, safety and general welfare and determining, establishing, regulating and restricting TRHs within the Town of Mercer, under Wisconsin Statutes 60.10(2)(c) and 61.34.
2. **Definitions.**
 - 2.1 **Tourist Rooming House.** Tourist Rooming House means all lodging places and tourist cabins and cottages, other than hotel and motels, in which sleeping accommodations are offered for pay to tourists or transients, or to persons who stay or intend to stay for a short term of thirty (30) days or less. It does not include private boarding or rooming houses not accommodating tourists or transients, or bed and breakfast establishments regulated under ch. HFS 197, or licensed resorts.
 - 2.2 **Tourist or Transient.** A person who travels from place to place away from his or her permanent residence for vacation, pleasure, recreation, culture, business or employment.
 - 2.3 **Resident Agent.** An individual who is empowered to accept legal Notice, Service of Process, complaints and/or issuance of a citation. The Resident Agent must reside in the state of Wisconsin within fifty (50) miles of the property, unless the property owner is a permanent resident of Iron County.
 - 2.4 **Owner.** An individual holding interest in Real Estate in the Town of Mercer.
 - 2.5 **Resort.** A publicly or privately owned parcel of land that has a valid permit under Wis. Stats. 254.47 and Wis. Admin Code ch. ATCP 79, if applicable, open to the general public, with or without a daily fee, that is used primarily for providing resort units and may also provide camping sites.
3. **License and Permit.**
 - 3.1 The Town Clerk or Treasurer is directed to issue TRH permits to those who provide the Town with an individual who shall act as a Resident Agent for the purpose of maintaining the TRH. Said permit does not run with the land. Every applicant for a permit to maintain, operate or conduct a TRH in the Town of Mercer shall file an application with the Town Clerk, upon a form provided by the Town, and pay an **application fee** to the Town. Applicant shall follow the Permit Process as defined on the TRH application form. Upon receipt of the Conditional Use permit from Iron County (if required), and approval of the TRH permit by the Town of Mercer Board of Supervisors, the Applicant shall pay the Town an **annual permit fee**. The annual permit fee shall be remitted in the initial year and annually thereafter, as long as the TRH remains in operation. Applicant shall contact State/County Health Dept for State/County Licensing. The permit is good for a single location.

The Town Clerk shall issue a NONTRANSFERRABLE permit for the operation of a TRH upon the following:

 - a. Name and address of the Owner of the proposed TRH.
 - b. Location of proposed TRH.
 - c. Name and address of Resident Agent for TRH.
 - d. Verification that Resident Agent meets the ordinance definition.
 - e. Owner has no outstanding fines or property taxes due to the Town of Mercer or Iron County.

- f. Copy of filed application for a Conditional Use Permit from Iron County (if required), which includes a demonstration of adequate off-road parking. (Please note - Final approval of the County permit is required in order to obtain the Town permit.) An Iron County Conditional Use application is not required for any person who currently possesses a validly issued conditional use permit or is zoned appropriately, i.e., a unit that was part of a former resort, but a Mercer TRH Permit is still required.
 - g. Copy of the Rental Agreement to be used in the operation of the TRH
 - h. The TRH application may be denied by the Town Board if a neighboring landowner submits a written complaint demonstrating that the operation of a TRH will adversely impact the neighbor's right to full enjoyment of their property.
 - i. The Driveway of the proposed TRH must comply with the Town of Mercer Driveway Ordinance: a minimum width of 18' and a minimum height clearance of 18'. A map to scale of the Driveway must be submitted with the Permit Application.
 - j. Present a valid Wisconsin Sales Tax Permit.
 - k. Such permits shall expire on December 31. Permits must be renewed annually by December 31. Failure to renew on the due date will need to start the application process over.
 - l. Notice of the Town of Mercer TRH Ordinance and TRH permits must be displayed in a prominent location at the rental.
4. **Prohibited conduct.** No person shall operate a TRH without first having obtained a permit from the Town Clerk, which shall be issued upon written application and shall be subject to cancellation as hereinafter provided. No person shall be permitted to submit more than two (2) applications for a TRH under this ordinance for the same property in any 12-month period.

4.1 Cancellation. Said license shall automatically lapse upon the finding of one of the following:

- a. The Resident Agent is no longer meeting the ordinance definition.
 - b. The Owner not possessing a valid conditional use permit issued by Iron County, except for the initial application in which Owner has 60 days to obtain said permit.
 - c. Owner fails to obtain and maintain a valid certificate of compliance from the County Health Department.
 - d. More than two (2) civil and/or criminal citations have been issued to the individuals frequenting the TRH, including but not limited to, owners, patrons, guests or others present upon the TRH property.
 - e. Failure to pay the annual permit fee.
 - f. Failure of the Permit Holder to maintain a valid Wisconsin Sales Tax Permit and/or Failure to file and report the Town of Mercer Room Tax or Wisconsin Sales Tax.
 - g. Failure to notify the town of change of Resident Agent within 5 days.
5. **Penalties.** Violators of this ordinance, upon a finding that there has been a violation of any section of this ordinance, shall incur a forfeiture of Fifty Dollars (\$50.00) per day for the first ten (10) days of a violation increasing to a maximum forfeiture of \$500.00. Each violation of the ordinance shall be considered a separate violation and incur a separate penalty, and a new violation is deemed to occur with each subsequent rental term until the violation is cured. Any Permit holder who is found in violation of this ordinance more than two (2) times in any one (1) twelve (12) fiscal month period, shall have its permit revoked and shall be prohibited from reapplying for a period of twenty-four (24) months.

6. **Enforcement.** This Ordinance shall be enforceable by the Town Board or its designee. The Town attorney shall be authorized to serve the appropriate legal process against any alleged violators of the above noted ordinances.
7. **Effective date.** This Ordinance shall take effect and be in force from the date of passage, and publication or posting as provided by law and shall repeal and replace all previous TRH ordinances heretofore **enacted by the Town of Mercer.**
8. **Severability.** The provisions of this ordinance shall be deemed severable, and it is expressly declared that the Town of Mercer would have passed the other provisions of this ordinance irrespective of whether or not one or more provisions may be declared invalid. If any provision of this ordinance or the application to any person or circumstances is held invalid, the remainder of the ordinance and the application of such provisions to other persons or circumstances shall not be affected thereof.

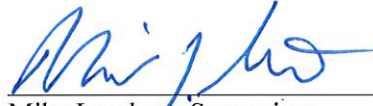
Ordinance adopted December 15th, 2004 - amended February 18th, 2010 - amended April 22, 2021- amended August 19, 2021 -amended September 11, 2025

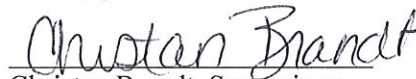
Moved by Supervisor Lundquist, seconded by Supervisor Lambert: 5 yes 0 no

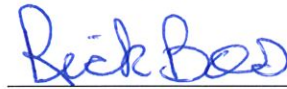
Addended Ordinance declared adopted this 11th day of September 2025



Eric Snow, Chairman

Scot Lundquist, Supervisor

Mike Lambert, Supervisor

Christan Brandt, Supervisor

Rick Boes, Supervisor

ATTEST: Deb Hohner, Clerk

