



CITY OF MONROE

1110 18th Avenue, Monroe, WI 53566

Phone (608) 329-2524 FAX (608) 329-2561

Application for Lodging House Permit

As defined in under [Title 4, Chapter 4](#) of the municipal code for the City of Monroe, a lodging house is a residential building or portion thereof containing lodging rooms which accommodate five (5) or more persons who are not members of the keeper’s family, in which lodging or meals, or both, or lodging and kitchen privileges are provided for compensation. The owner or operator of a lodging house located within the City shall obtain a permit from the housing and property maintenance administrator for such premises in the name of the owner and operator by completing this application prior to the issuance of an occupancy permit for a new building, or within seven days after the acquisition of an occupied building. The permit may be issued by the housing and property maintenance administrator after inspection, and shall remain in force unless an objection is filed with the housing and property maintenance administrator by the health, fire, or police department. The permit shall be displayed in a conspicuous place in a public area of the building. Permits shall not be transferred from one address to another, and shall be transferred to a new owner upon proper application.

Applicant Name: _____

Applicant Address: _____

Applicant Phone Number: _____

Lodging house address: _____

Applicant Signature

Date

TO BE COMPLETED BY THE CITY OF MONROE BUILDING INSPECTION OFFICE:

Received by

Date

Building Inspector Signature

Date