DEPARTMENT OF
PUBLIC
HEALTH

MEMORANDUM

Date: 3/3/2026
To: Board of Health and Common Council
From: Charles E Sepers, Jr, PhD, Health Officer/Director
Subject: Environmental Health Lodging Fee Schedule Proposal

Purpose and Background

On January 25, 2026 The State of Wisconsin Department of Agriculture, Trade and Consumer Protection (DATCP) adopted an updated administrative code regulating hotels/motels and tourist rooming houses, ATCP 72. This updated code also created new license categories for lodging establishments and increases the fees the WI DATCP charge for all license categories.

Although the Appleton Health Department sets our own fee amounts, a portion of that amount is reimbursed to DATCP per the terms of our agent Memorandum of Agreement (MOA). For the 2026/2027 license year, that reimbursement amount is 14% of the State fee for that license. Since the fee schedule in the 2026 budget was set based on the fees in the previous version of ATCP 72, our fees need to be updated to reflect this increased reimbursement amount.

To align with the new fee categories in the new ATCP 72 and to recoup the increased reimbursement amount for each license, this updated fee schedule is presented to the Board of Health and Appleton Common Council for consideration.

Fee Schedule

Lodging Fee Schedule	Current Fees	Proposed Fees
Tourist Rooming House 1 Unit	$350.00	$355.00
Tourist Rooming House 2-4 Units	n/a	$540.00
Tourist Rooming House 5-9 Units	n/a	$660.00
Tourist Rooming House 10-19 Units	n/a	$720.00
Tourist Rooming House 20+ Units	n/a	$838.00
Bed and Breakfast Establishment	$272.00	$540.00
Hotel 30 Rooms or Fewer	$432.00	$467.00
Hotel: 31-99 Rooms	$556.00	$600.00
Hotel: 100-199 Rooms	$679.00	n/a
Hotel: 100-249 Rooms	n/a	$867.00
Hotel: 200+ Rooms	$802.00	n/a
Hotel: 250+ Rooms	n/a	$998.00
Pre-inspection Fee: Tourist Rooming House / Bed and Breakfast	$350.00	n/a
Pre-inspection Fee: Tourist Rooming House 1 Unit	$350.00	$425.00
Pre-inspection Fee: Tourist Rooming House 2-4 Units	$700-$1,400	$645.00
Pre-inspection Fee: Tourist Rooming House 5-9 Units	$1,750-$3,150	$790.00
Pre-inspection Fee: Tourist Rooming House 10-19 Units	$3,500-$6,650	$860.00
Pre-inspection Fee: Tourist Rooming House 20+ Units	$7,000+	$1,000.00
Pre-inspection Fee: Bed and Breakfast	n/a	$645.00
Pre-inspection Fee: Hotel	$400.00	$400.00

Recommendation

We request that the Common Council, by way of the Board of Health, adopt the proposed fee schedule. The fee schedule, outlined here, will achieve the projected revenue approved by the Common Council within the 2026 Budget.