



Waukesha County Department of Parks and Land Use

Division of Environmental Health

515 W Moreland Blvd., Room AC260

Waukesha, WI 53188

Phone: 262-896-8300 Fax: 896-8298 Email: eh@waukeshacounty.gov

License Application – Recreational/Educational Campgrounds

ESTABLISHMENT/DBA INFORMATION:			
ESTABLISHMENT/DBA NAME:		COUNTY:	
ESTABLISHMENT STREET ADDRESS:	CITY:	STATE:	ZIP:
EMAIL ADDRESS:		ESTABLISHMENT PHONE NUMBER:	
Choose One:	<input type="checkbox"/> Plan Review Required – New Construction or Remodel;		<input type="checkbox"/> No Plan Review – Existing Facility

LEGAL ENTITY INFORMATION – CHECK ONE			
<input type="checkbox"/> Individual	<input type="checkbox"/> Married Couple	<input type="checkbox"/> Limited Liability Company (LLC)	<input type="checkbox"/> Limited Liability Partnership (LLP)
<input type="checkbox"/> Cooperative	<input type="checkbox"/> Partnership	<input type="checkbox"/> Limited Partnership (LP)	<input type="checkbox"/> Corporation
LEGAL ENTITY (such as name of sole proprietor, partnership, LLC, LLP, or Inc.):			In what state is your entity registered?
LEGAL ENTITY MAILING ADDRESS:		CITY:	STATE: ZIP:
EMAIL ADDRESS:		LEGAL ENTITY PHONE NUMBER:	

CONTACT INFORMATION			
CONTACT PERSON:	TITLE:	PHONE NUMBER:	EMAIL ADDRESS:

LICENSE FEES	
<input type="checkbox"/> Simple no Hospitality – Total Fee \$735 (\$490 Annual License Fee + \$245 One Time Pre-Licensing Fee)	
<input type="checkbox"/> Simple with Hospitality – Total Fee \$810 (\$540 Annual License Fee + \$270 One Time Pre-Licensing Fee)	
<input type="checkbox"/> Moderate no Hospitality – Total Fee \$795 (\$530 Annual License Fee + \$265 One Time Pre-Licensing Fee)	
<input type="checkbox"/> Moderate with Hospitality – Total Fee \$953 (\$635 Annual License Fee + \$318 One Time Pre-Licensing Fee)	
<input type="checkbox"/> Complex no Hospitality – Total Fee \$855 (\$570 Annual License Fee + \$285 One Time Pre-Licensing Fee)	
<input type="checkbox"/> Complex with Hospitality – Total Fee \$1073 (\$715 Annual License Fee + \$358 One Time Pre-Licensing Fee)	
Total Amount Enclosed: \$	Check Number:

Please read carefully before signing

Information requested on this application must be provided to obtain a campground establishment license. Personal information you provide may be used for purposes other than that for which it was originally collected (Wis. Stat. § 15.04(1) (m)). Operating without a license is a violation of Wisconsin Law. If you have been operating without a license, you will be required to pay an operating without a license fee in addition to the license fee. Licenses are not transferable between persons or locations. Licenses expire annually on June 30; unless issued after April 1, which will expire on June 30th of the following year. The license fee is not prorated for partial license years. The Department may inspect premises at any reasonable time. Missing information may delay the issuance of your license. You are not licensed to operate until the department conducts an inspection. The undersigned hereby certifies that this is a true, complete and accurate application.

SIGNATURE – APPLICANT: _____ DATE SIGNED: _____

Please mail application and payment to: Waukesha County Environmental Health
515 W Moreland Blvd., Room AC 260, Waukesha, WI 53188

Expires 12/31/2025

Recreational and Educational Camps – Complexity Category Calculator

Use of this form is voluntary. This form can be used to help determine a Recreational and Educational Camp establishment's complexity category, which determines the license type and license fees. It can also be used to determine if there is a hospitality add-on. Complexity category and hospitality add-on information are needed to complete your license application, but this form does not need to be returned.

COMPLEXITY CATEGORY - *Check all that apply*

On-premises or off-premises waterfront activities including: offering swimming, kayaking, boating, sailing, canoeing, or inflatables to campers. This does not include vendor provided waterfront activities.	2	<input type="checkbox"/>
Camper firearm activity on-premises.	1	<input type="checkbox"/>
Archery, or ax, hatchet, or knife throwing is offered to campers on-premises.	1	<input type="checkbox"/>
High element challenge course is offered to campers on-premises.	3	<input type="checkbox"/>
Low element challenge course is offered to campers on-premises.	1	<input type="checkbox"/>
Horseback riding is offered to campers on-premises.	1	<input type="checkbox"/>
Motorized vehicle activity for campers on-premises, including go-kart, all-terrain vehicle, or utility-terrain vehicle.	1	<input type="checkbox"/>
Serves one or more rental groups such as a school, church group, or scout troop.	1	<input type="checkbox"/>
Structures that are utilized for lodging, dining, health services, waterfront activities, water supply systems, or challenge courses that require inspection travel beyond a half mile from the main centralized camper drop off or welcome location (basic services that are spread out, or distant service areas).	1	<input type="checkbox"/>
Utilizes more than three private wells to supply camp drinking water.	1	<input type="checkbox"/>
Utilizes more than one kitchen or physical building with kitchen preparation space to serve meals to campers.	1	<input type="checkbox"/>
<i>Camp sleeping structures*. Choose one of the following:</i>		
One to 10 stand-alone sleeping structures including a cabin, yurt, covered wagon, Adirondack shelter, or platform tent throughout premises.	1	<input type="checkbox"/>
11-20 stand-alone sleeping structures throughout premises.	2	<input type="checkbox"/>
21 or more stand-alone sleeping structures throughout premises.	3	<input type="checkbox"/>
TOTAL - Add all points to determine complexity total		

* For college dorms, count individual sleeping rooms used by camp

Do you have a Hospitality Add-On?

Does the licensed recreational and educational camp also offer additional activity such as a retail food establishment, campground, hotel, motel, bed and breakfast, or a tourist rooming house within the confines of the recreational and education camp, utilizing the same camp structures to serve other adult guests and their families?

Your complexity total, and Hospitality Add-On question answer, will be used to complete your application.

Does your Recreational Educational Camp provide a Hospitality Add-On? CHECK BOX FOR OVERALL CATEGORY BELOW		Yes <input type="checkbox"/> No <input type="checkbox"/>
<input type="checkbox"/> 0 – 5:, Simple, no Hospitality	<input type="checkbox"/> 6-10, Moderate: no Hospitality	<input type="checkbox"/> 11 or Greater: Complex, no Hospitality
<input type="checkbox"/> 0 – 5: Simple with Hospitality	<input type="checkbox"/> 6-10:, Moderate with Hospitality	<input type="checkbox"/> 11 or Greater: Complex with Hospitality

Please review Wis. Admin. Code ch. ATCP 78 for specific language regarding complexity category assignment. Note: hospitality activity does not include the operation of a retail food establishment, campground, hotel, motel, bed and breakfast establishment, or tourist rooming house that is solely operated independently and separate from the recreational and educational camp operation. These separate activities shall obtain a license as required pursuant to chs. ATCP 72, 73, 75, and 79.