



HOME IMPROVEMENT CONTRACTOR LICENSE INFORMATION

OFFICE OF THE CITY CLERK LICENSE DIVISION
200 E. WELLS ST. ROOM 105, MILWAUKEE, WI 53202
(414) 286-2238 EMAIL: LICENSE@MILWAUKEE.GOV
WWW.MILWAUKEE.GOV/LICENSE

LICENSE REQUIRED: Contractor means any person, firm, partnership, corporation or limited liability company engaged in the business of installing, repairing, servicing, improving or remodeling any permanent installation or improvement attached to an existing home or building used for residence purposes but not exceeding 6 living units, accessory buildings, or any appurtenances thereto, or any sidewalks, driveway or other approaches to such building.

This shall include, but not be limited to, roofing, walls, siding, windows, doors, floors, partitions, ceilings, porches, awnings, heating, furnace cleaning, air conditioning, chimneys, water softeners, humidifiers, purifiers, electrical installations, plumbing installations, concrete work, painting and sheet metal work.

EXEMPTIONS: Licensed master plumbers licensed under the statutes of Wisconsin and licensed electrical contractor licensed by the city need not obtain contractors' and salespersons' license, but shall comply with all other ordinance provisions.

LICENSE PERIOD: Licenses issued in odd years are valid until February 28 of the next odd year. Licenses issued in even years are valid until February 28 of the next even year.

LICENSE FEE: \$250, submitted with application. Make checks payable to: *City of Milwaukee*.

No credit cards are accepted.

SIGNATURES: Full legal names and notarized signatures of an individual, all partners, the agent or officer of a corporation, or the agent or a member of the limited liability company are required.

[!] All commissioned notaries public, including attorneys, must impress their notary seal on the notarial certificates they issue.

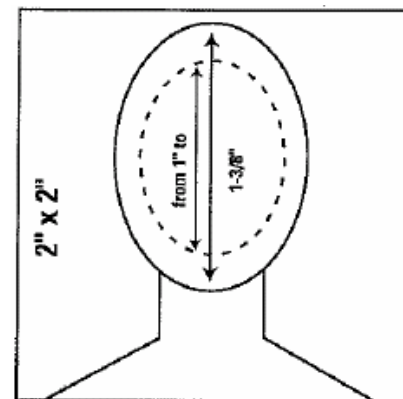
Applications submitted without the required notarizations and seals will be returned.

SALESMAN LICENSE REQUIRED: Any person who solicits or sells home improvements at any place within the city, other than the licensed business location, must be licensed as a salesman.

► **Certain Applicants Exempt:** Individuals, corporations which include only one person, or limited liability companies having only one member, which have been issued a home improvement contractor license, or licensed master plumbers licensed under the statutes of the state of Wisconsin, or licensed electrical contractors licensed under the code need not have a salesperson's certificate.

PHOTOGRAPHS: If filing as an individual or partnership, two recent full-faced photos (provide photos of all partners) must be submitted with the application.

No photos required for corporation or LLC applicants.



Polaroid photos are not acceptable.

INSURANCE AND BONDING REQUIREMENTS:

The certificate of insurance must be issued for a **minimum** of one year.

The performance bond must expire **March 1 in the same year the license will expire.**

Only original documents with actual policy numbers and the *full name* of the legal entity filing for the license are accepted; no copies or faxes are accepted.

[!] If an individual or partnership, the documents must be issued in the applicant's true first name, middle initial, and surname.

Forms are available online under the "Forms" tab in the left navigation at www.milwaukee.gov/license

FINGERPRINTING: All individuals, all partners, agents & officers of a corporation, or members of an LLC whose fingerprints are not on file with the Milwaukee Police Department must report between the hours of 8:00 AM and 6:00 PM (Monday thru Friday, excluding holidays) to the Police Administration Building, 951 N. James Lovell Street (7th St), Room 305 to be fingerprinted.

If you have previously been fingerprinted by the Milwaukee Police Department, call (414) 935-7281 to determine whether your fingerprints are still on file.

OCCUPANCY PERMIT: Contact the Milwaukee Development Center, Permit Desk, 809 N. Broadway, 1st floor, (414) 286-8211, to determine if an occupancy permit is needed.

[!] The name of the legal entity on the occupancy permit must be listed in the exact same name as the name of the legal entity applying for the license.

See <http://www.mkedcd.org/build/pdfs/occcert.pdf> for more information.

CERTAIN STATE CERTIFICATIONS, REGISTRATIONS AND LICENSES REQUIRED:

► **Building Contractor Registration Required.** As of July 1, 2009, construction businesses working under the commercial building, uniform dwelling, electrical, plumbing, and swimming pool codes in Wisconsin need a Building Contractor Registration issued by the state Dept. of Commerce, Safety and

Buildings Division, unless the company already holds a contractor credential issued by the division.

Get additional information and register online at: <http://commerce.wi.gov/SB/SB-BuildingContractorProgram.html>

Contact the WI Safety & Building Division, (608) 266-3151, <http://commerce.wi.gov/SB/> for additional information relating to contractor credentials and other state licensing requirements.

► **State Legal Entity Registration.** Corporation or limited liability company applicants must register the legal entity with the Wisconsin Department of Financial Institutions, Division of Corporate & Consumer Services.

[!] The name of the legal entity registered with the state must be listed in the exact same name as the name of the legal entity applying for the license.

Contact the WI Department of Financial Institutions, (608) 261-7577, <http://www.wdfi.org/> for additional information relating to legal entity registration.

► **State Seller's Permit Required.** Contact the Wisconsin Department of Revenue, (414) 227-4000, <http://www.dor.state.wi.us/> for information relating to Wisconsin Seller Permit requirements.

LICENSE ISSUANCE: It generally takes 6 weeks to process an application, provided all application requirements are complied with in a timely manner.

REFUND OF LICENSE FEE: If an application is withdrawn or denied, you are eligible for a partial refund, provided the refund is requested no later than one year from the date of withdrawal or denial of the application.

If a license is not issued, the refund must be requested no later than one year from the date of application, unless the license has been granted, in which case no later than one year from the date of granting of the license.

Ordinances regulating Home Improvement Contractors are located in s. 95-14, Milwaukee Code of Ordinances, and may be viewed online at www.milwaukee.gov/ordinances.



HOME IMPROVEMENT CONTRACTOR LICENSE APPLICATION

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www.milwaukee.gov/license

Check one: Individual or Partnership (Fill out Section A, B, & D)
 Corporation or LLC (Fill out Section B, C, & D)

A	INDIVIDUAL OR PARTNERSHIP:	
	Full Legal Name (Last, First & Middle Initial)	Full Legal Name (Last, First & Middle Initial)
	Home Street Address:	Home Street Address:
	Home City, State, Zip Code:	Home City, State, Zip Code:
	Home Phone Number: () -	Home Phone Number: () -
	Date of Birth:	Date of Birth:
Stockholder <input type="checkbox"/> Percentage of Stock %	Stockholder <input type="checkbox"/> Percentage of Stock %	
B	Business Name:	
	Business Address (include City, State, Zip Code):	
	Mailing Address - If different from above address (include City, State, Zip Code):	
C	Full Legal Name of corporation or limited liability company:	
	<i>Agent:</i>	
	Full Legal Name (Last, First & Middle Initial):	Home Address (include City, State & Zip Code):
	Home Phone Number: () -	Date of Birth: <input type="checkbox"/> Stockholder Percentage of Stock %
	<i>President/Member</i>	<i>Vice President/Member</i>
	Full Legal Name (Last, First & Middle Initial):	Full Legal Name (Last, First & Middle Initial):
	Home Street Address:	Home Street Address:
	Home City, State, Zip Code:	Home City, State, Zip Code:
	Home Phone Number: () -	Home Phone Number: () -
	Date of Birth:	Date of Birth:
Stockholder <input type="checkbox"/> Percentage of Stock %	Stockholder <input type="checkbox"/> Percentage of Stock %	

OVER

C Cont.	<i>Secretary/Member</i>	<i>Treasurer/Member</i>
	Full Legal Name (Last, First & Middle Initial):	Full Legal Name (Last, First & Middle Initial):
	Home Address (include City, State, Zip Code):	Home Address (include City, State, Zip Code):
	Home City, State, Zip Code:	Home City, State, Zip Code:
	Home Phone Number: () -	Home Phone Number: () -
	Date of Birth:	Date of Birth:
	Stockholder <input type="checkbox"/> Percentage of Stock %	Stockholder <input type="checkbox"/> Percentage of Stock %

Has anyone listed in this application been licensed in this city as a contractor or salesperson under s. 95-14 (Home Improvement Contractor Ordinance) of the Milwaukee Code of Ordinances? Yes No
 If yes, list name and when licensed, if known: _____

The undersigned agrees to inform the City Clerk within five days of any substantial changes in the information supplied in this application. The undersigned shall not willfully refuse to provide the services offered under this license, or add charges or require deposits not required of the general public because of race, color, sex, religion, national origin or ancestry, age, handicap, lawful source of income, marital status, sexual orientation, gender identity or expression, familial status or the fact that a person is now or has been a member of the military service, whether dressed in uniform or not; and not seek such information as a condition of employment, or penalize any employee or discriminate in the selection of personnel for training or promotion on the basis of such information.

D I have knowledge of the City Ordinances currently regulating the license applied for herein, and being duly sworn under oath, depose and say that I am the person named above and that all statements made in the foregoing application are true and correct.

SUBSCRIBED AND SWORN TO BEFORE ME THIS

_____ day of _____, 20_____

(Individual/Partner/Agt or Officer of Corp/Member of LLC)

Notary Public, State of Wisconsin

Additional Partner

My commission expires _____
Notary seal must be affixed

Office Use Only:

Initials: _____ **Filed:** _____ **AD:** _____ **License #:** _____ **Issued:** _____

Identification Viewed: WI DL # _____

Other: _____

BOND NUMBER _____

KNOW ALL MEN BY THESE PRESENTS, That we, (principal) _____ as principal and (surety) _____ as surety, are held and firmly bound unto the City of Milwaukee, in the penal sum of One Thousand Dollars (\$1,000.00) to be paid to the said City of Milwaukee, its successors and assigns, for which payment well and truly to be made, we bind ourselves and our heirs, executors and administrators, or successors and assigns, as the case may be, jointly and severally, firmly by these presents.

SIGNED AND SEALED AND DATED This _____ day of _____, 20__.*

NOW THEREFORE, THE CONDITION OF THIS OBLIGATION IS SUCH, that if the above bound Principal is granted a Home Improvement Contractor's Certificate, he/she shall comply with all provisions of Section 95 -14 of The Milwaukee Ordinances and shall perform and sufficiently complete all work engaged in as a result of being granted a contractor's certificate in accordance with the provisions of said ordinance and all other ordinances of the City of Milwaukee relating to home improvement work so as to protect fully health, safety and welfare of the public, then this obligation shall be void, otherwise to remain in full force and effect.

This bond shall become **EFFECTIVE ON** _____, **20**_____ and shall cover all work entered into by the principal under his/her certificate **until MARCH 1, 2012**, provided however, in no event shall the aggregate liability of the surety for all claims exceed the penal sum of One Thousand Dollar (\$1,000.00).

This bond may be canceled by the surety giving to the principal and to the City Clerk of the City of Milwaukee, written notice by registered mail of its intention to do so which cancellation shall be effective twenty (20) days after receipt of notice. (Corporations operating with seal, please affix).

In presence of: _____ (Seal)
(Full Legal Name of Principal)

(Witness of Principal Representative Signature) By _____ (Signature of Principal Representative) (Title)

(Witness of Attorney in Fact or Agent Signature) _____ (Seal)
(Surety)

By _____
(Signature - Attorney in Fact or Agent for Surety) (Title)

STATE OF WISCONSIN)

AFFIDAVIT

_____) ss
_____ County)

_____, being first duly sworn, on oath deposes and says that

he/she is _____ of the _____,
(Attorney in fact or Agent) (Bonding Company)

surety on the attached bond executed for _____
(Name of Insured)

Affiant further deposes and says that no officer, official or employee of the City of Milwaukee has any interest, directly or indirectly, or is receiving any premium, commission, fee or other thing of value on account of the sale or furnishing of said policy.

Subscribed and sworn to before me this _____ day of _____, 20__.*
Signed _____
(Notarized Signature of Attorney in Fact or Agent for Surety)

Notary Public, _____ County
My Commission expires _____, 20__

Notary Seal must be affixed

*The date that is stated on the bond as to when it is "signed and sealed" must be the same as the date that the Notary Public signs and dates the form.

Please Note: Power of attorney must be submitted with bond form.