



## 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](http://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.

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

[!] Contractors eligible for this exemption are still required to hold City contractors' licenses whenever contracting for or performing work other than plumbing and electrical work.

**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*. Credit cards are also accepted online and in-person; cash is accepted from applicants filing in person only. When you provide a check as payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account, or to process the payment as a check transaction.

**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.

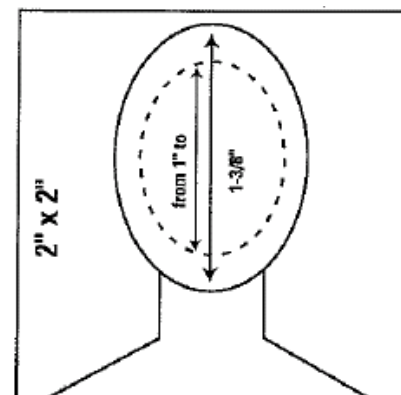
Applications submitted without the required notarizations and seals will be returned.

**SALESPERSON 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, two recent full-faced photos must be submitted with the application.

No photos required for partnerships, corporations or LLCs applicants.



**Polaroid photos are not acceptable.**

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

Only documents with actual policy numbers and the *full name* of the legal entity filing for the license are accepted.

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

Forms are available online under the "Forms" tab in the left navigation at [www.milwaukee.gov/license](http://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 (7<sup>th</sup> 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, 1<sup>st</sup> 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](http://www.milwaukee.gov/ordinances).



## HOME IMPROVEMENT CONTRACTOR LICENSE APPLICATION

OFFICE OF THE CITY CLERK LICENSE DIVISION  
200 E. WELLS ST. ROOM 105, MILWAUKEE, WI 53202  
(414) 286-2238 E-MAIL ADDRESS: LICENSE@MILWAUKEE.GOV  
[www.milwaukee.gov/license](http://www.milwaukee.gov/license)

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

<b>A</b>	<b>INDIVIDUAL OR PARTNERSHIP:</b>	
	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>B</b>	Business Name:	
	Business Address (include City, State, Zip Code):	
	Mailing Address - If different from above address (include City, State, Zip Code):	
<b>C</b>	<b>Full Legal Name of corporation or limited liability company:</b>	
	<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**

<b>C Cont.</b>	<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    %
<p>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? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, list name and when licensed, if known: _____</p> <p>_____</p>		
<p>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.</p>		
<p><b>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.</b></p>		
<p>SUBSCRIBED AND SWORN TO BEFORE ME THIS</p> <p>_____ day of _____, 20_____</p> <p style="text-align: right;">_____ (Individual/Partner/Agt or Officer of Corp/Member of LLC)</p> <p>_____ Notary Public, State of Wisconsin</p> <p style="text-align: right;">_____ Additional Partner</p> <p>My commission expires _____</p> <p style="color: blue;">Notary seal must be affixed</p>		

**Office Use Only:**

**Initials:** \_\_\_\_\_ **Filed:** \_\_\_\_\_ **AD:** \_\_\_\_\_ **License #:** \_\_\_\_\_ **Issued:** \_\_\_\_\_

**Identification Viewed: WI DL #** \_\_\_\_\_

**Other:** \_\_\_\_\_

