



## HOME IMPROVEMENT CONTRACTOR LICENSE SUPPLEMENTAL INFORMATION

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

### Who Needs a Home Improvement Contractor's License?

Any person, partnership, corporation or limited liability company engaged in the business of remodeling, repairing, servicing, improving, or making installations to permanent buildings used as residences within the City of Milwaukee. Residence must be a single-family home, duplex, or a small apartment building (6 living units or less only).

This shall include, but not be limited to:

- Roofing, walls, siding, windows, doors, floors, partitions, ceilings, awnings, painting, and sheet metal work
- Heating, furnace cleaning, air conditioning, chimneys, water softeners, humidifiers, purifiers
- Accessory buildings or other additions including porches, fences, sheds, garages, dog houses, kennels, car ports, etc.
- Concrete work including sidewalks, driveways, or other approaches to the building

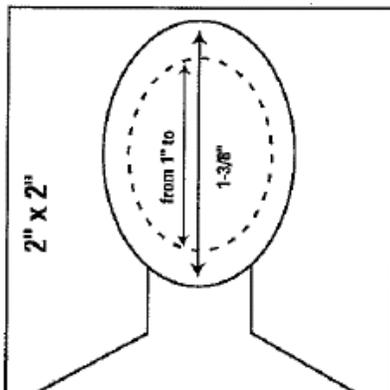
### License Period

- Licenses expire 2 years from date of issuance.

### Applying for the License

All of the following items are required at time of application:

- \$250 Fee
- Business License Application (ccl-busapp)  
(A Business Plan of Operation is not required for this license.)
- Home Improvement Contractor Supplemental License Application (ccl-hicapp)
- Home Improvement Contractor Certificate of Insurance (ccl-hicins)  
\*\* See INSURANCE REQUIREMENTS section on back page for detailed instructions.
- If filing as an individual (sole proprietor), 1 recent



color, full-faced, passport size photo must be submitted with the application. A photo is not required for partnerships, corporations or LLC applicants.

### Requirements

See the "Business License Application Information" sheet for a detailed list of requirements.

### Is your business address also your home address and located in the City of Milwaukee?

If yes, you must obtain a Home Occupational Statement. Contact the Department of Neighborhood Services, 841 N. Broadway, 1st Floor, (414) 286-3874 for further instructions and an application.

### Exemptions

Contractors eligible for these exemptions are still required to comply with all other ordinance provisions and must also hold a City of Milwaukee Home Improvement Contractor License if any other contracting work will be done in addition to electrical, plumbing or landscaping.

#### AN ELECTRICAL CONTRACTOR ONLY

An electrical contractor licensed with the State of Wisconsin and registered with the Department of Neighborhood Services whose sole business operation is electrical contracting does not need to obtain a City of Milwaukee Home Improvement Contractor License.

For State of Wisconsin Electrical Contractor License information, contact the State of Wisconsin Department of Safety & Professional Services at (608) 266-2112.

<http://dsps.wi.gov/Licenses-Permits/Credentialing/Trades-Professions>

To register with the Department of Neighborhood Services, contact the Electrical Inspection Section at (414) 286-2532.

#### A MASTER PLUMBER ONLY

A master plumber licensed with the State of Wisconsin and City of Milwaukee whose sole business operation is plumbing does not need to obtain a City of Milwaukee Home Improvement Contractor License.

For State of Wisconsin Master Plumber License information, contact the State of Wisconsin Department of Safety & Professional Services at (608) 266-2112.

<http://dsps.wi.gov/Licenses-Permits/Credentialing/Trades-Professions>

For City of Milwaukee Master Plumber License information, contact the Department of Neighborhood Services, Plumbing Inspection Section at (414) 286-3361.

#### A LANDSCAPING BUSINESS ONLY

Landscaping is defined as any activity that modifies the visible features of an area of land including, but not limited to, planting/tending gardens, trimming plants and trees, lawn mowing, land formations, terrain shaping and elevation, maintaining bodies of water (ponds).

## Wisconsin Seller's Permit

Not required.

## Insurance Requirements

A certificate of insurance must be submitted with your application. The certificate must meet all of the following requirements:

The Insurance Company:

- must be licensed with the WI Commissioner of Insurance.

Policy Number:

- is required – “Pending” or “TBD” are not acceptable.

Policy Period:

- must be a minimum of 1 year.

Limits:

- must be general liability and property damage insurance in the sum of not less than \$25,000 per person, \$50,000 per accident, bodily injury liability, and \$10,000 property damage liability or a combined single limit of not less than \$60,000 per occurrence.

Insured's Name:

- must be exactly the same as the legal entity applying for the license.
  - The legal entity is the name of the sole proprietor (individual), partnership, corporation or limited liability company.
  - If filing as a sole proprietor (individual) the certificate must be issued in the applicant's first name, middle initial, and last name only.

Authorized Representative of Insurance Company:

- must sign.

The Certificate Holder:

- must be the City of Milwaukee, 200 E. Wells Street, Room 105, Milwaukee, WI 53202

## Insurance Cancellation or Nonrenewal

In the event of a cancellation or nonrenewal of the certificate of insurance, the contractor's license shall be automatically suspended. If a home improvement contractor license is suspended due to cancellation, expiration or nonrenewal of a certificate of insurance required by this section, the contractor shall pay a \$25 reinstatement fee.

## Regulations

- Milwaukee Code of Ordinances 95-14
- View online at [www.milwaukee.gov/ordinances](http://www.milwaukee.gov/ordinances)

## Additional Licensing Information

### Salesperson License

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 salesperson.

Exemptions from the Salesperson License are:

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 do not need a salesperson license.

### State of Wisconsin Dwelling Contractor & State of Wisconsin Dwelling Contractor Qualifier

These credentials are required for work on single-family homes and duplexes throughout the State of Wisconsin. (WI SPS 305.31 & 305.315)

Contact the State of Wisconsin Dept. of Safety & Professional Services for additional information at (608) 266-2112. <http://dsps.wi.gov/Licenses-Permits/Credentialing/Trades-Professions>



**HOME IMPROVEMENT CONTRACTOR  
SUPPLEMENTAL 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](mailto:LICENSE@MILWAUKEE.GOV)  
[www.milwaukee.gov/license](http://www.milwaukee.gov/license)

Legal Entity Name:	
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Premises Address:	
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Has anyone listed on this application been previously licensed in this city as a contractor or salesperson under s. 95-14 of the Milwaukee Code of Ordinances?     Yes     No

If yes, list name and when licensed, if known:

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**Checklist of items that must be submitted when applying for a contractor’s license:**

- Home Improvement Contractor Supplemental License Application (this form)
- Business License Application
- Certificate of Insurance (that meets all requirements listed on the information sheet)
- \$250 fee
- Passport size photo if filing as a sole proprietor

Applications received without all of these items will be considered incomplete and will be returned.

**Office Use Only:**

- Certificate of Insurance Received with Application
- Insurance Company found on Wisconsin Commissioner of Insurance website
- Photo Received With Application    OR     Photo Not Required



# HOME IMPROVEMENT CONTRACTOR'S

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## CERTIFICATE OF INSURANCE

(Herein called Insurance Company)

Address \_\_\_\_\_  
(Include city, state, zip)

Insurance Company's State of WI License # \_\_\_\_\_ (optional)

**ISSUED TO THE CITY OF MILWAUKEE, 200 E. Wells St. Rm. 105, Milwaukee, WI 53202**

The company hereby certifies that it has issued to:

**NAME** \_\_\_\_\_  
Full Legal Name of Insured\*\*

a general liability **POLICY NO** \_\_\_\_\_ **EFFECTIVE** \_\_\_\_\_, **20** \_\_\_\_\_,

**EXPIRES** \_\_\_\_\_, **20** \_\_\_\_\_, providing for limits of not less than \$25,000 per person, \$50,000 per accident, bodily injury liability, and \$10,000 property damage liability or combined single limit of not less than \$60,000 per occurrence; provided, however, that the insurance afforded is subject to the terms, conditions, limitations, and exclusions of the policy.

Said policy provides that notwithstanding any other provision therein, ten days' written notice of cancellation, material change, expiration, or intent not to renew will be given to the City Clerk of the City of Milwaukee; otherwise such insurance as is afforded thereunder shall remain in full force and effect.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

Agent of Insurance Company:

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

**\*\*NOTE:**

The Full Legal Name of Insured must be exactly the same as the Legal Entity holding the license.  
The legal entity for a Sole Proprietor is the individual's name, for example: John J. Jones  
Limited Liability Company names must include LLC, for example, Home Improvements, LLC  
Corporation names usually include Corp. or Inc., for example Home Improvements Corporation

If the Full Legal Name of Insured is not correct, the certificate will be returned.  
If a correct certificate is not received by the expiration date of the current policy, a \$25 reinstatement fee will be due.  
See information sheet for complete requirements.

**Office Use Only:**

Initials \_\_\_\_\_ Date \_\_\_\_\_

Check <http://oci.wi.gov/>  Scan/attach  Enter in Insurance tab  
Licensed Suspended?  No  Yes If Yes,  \$25 reinstatement fee paid  Reinstatement License  Send Reinstatement Letter