



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

Who Needs A Home Improvement Contractor's License?

All persons engaging in the business of acting as a contractor within the city of Milwaukee.

This license is required for all contractors working on single-family homes, duplexes, small apartment buildings (6 units or less) and making improvements to the properties on which those buildings are located within the City of Milwaukee.

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, fences, roofing, walls, siding, windows, doors, floors, partitions, ceilings, porches, awnings, heating, furnace cleaning, air conditioning, sheds, garages, chimneys, water softeners, humidifiers, purifiers, electrical installations, plumbing installations, concrete work, painting and sheet metal work.

Accessory Building: means a building on the same lot as a principal structure and customarily incidental and subordinate to the principal structure or use. Examples include garages, sheds, dog houses, kennels and car ports.

Limited Exemptions:

This license is not needed if you are:

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).

A master plumber licensed under the statutes of Wisconsin and licensed by the City. For City license information, contact the Department of Neighborhood Services, Plumbing Inspection Section, (414) 286-3361.

Electrical contractors licensed by the City. For City license information, contact the Department of Neighborhood Services, Electrical Inspection Section, (414) 286-2532.

Concrete contractors licensed by the City. For City license information, contact the Development Center Tech Team at (414) 286-8208.

[!] Contractors eligible for this exemption are still required to comply with all other ordinance provisions and hold a City of Milwaukee Home Improvement Contractor License whenever contracting for or performing work other than plumbing, electrical or concrete.

Fee: \$250

License Period:

License expires 2 years from date of issuance.

License must be issued within 1 year of approval, or a waiver from the Licenses Committee is needed.

Forms Needed:

- Business Application ccl-bapp1
 - Home Improvement Contractor Supplemental License Application ccl-hic1
 - Home Improvement Contractor Certificate of Insurance ccl-hicins
- ** See INSURANCE REQUIREMENTS section on back page for further details.

Wisconsin Seller's Permit Not Required

Home Improvements Contractors are exempt from the seller's permit requirement and, therefore, do not need to submit a copy of a permit with their application.

Home Occupation Statement

If your business address is also your home address, and is in the City of Milwaukee, you need to obtain a Home Occupation Statement. Contact the Department of Neighborhood Services, 841 N. Broadway, 1st Floor, (414) 286-3874 for further instructions and an application.

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. Individuals, one person corporations and limited liability corporations with one member are exempt from the salesperson license requirement if they have been issued a home improvement contractor's license.

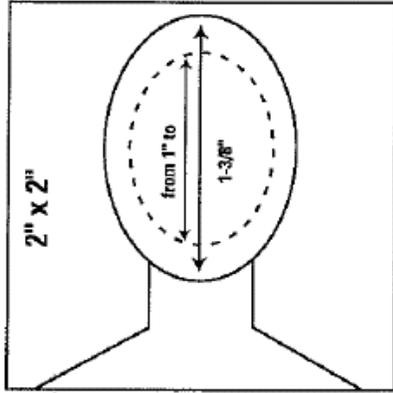
Certain Applicants Exempt:

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.

Photograph:

If filing as an individual, 1 recent full-faced photo must be submitted with the application.

No photo is required for partnerships, corporations or LLC applicants.



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.

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

Additional State of Wisconsin Requirements

Insurance Requirements:

- An approved certificate of insurance must be submitted along with the application.
- The insurance company must be licensed with the Wisconsin Commissioner of Insurance.
- The certificate of insurance must be issued for a minimum of one year.
- The certificate of a contractor's general liability and property damage insurance shall be 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 combined single limit of not less than \$60,000 per occurrence.
- Certificates must include a policy number. Documents showing the policy number as "Pending" or "TBD" are not acceptable.
- The insured's name on the certificate must be exactly the same as the legal entity filing for the license.
- If filing as an individual or partnership, then the documents must be issued in the applicant's first name, middle initial, and last name.
- Certificates must be signed by an Authorized Representative of the insurance company.
- The City of Milwaukee, 200 E. Wells Street, Room 105, Milwaukee, WI 53202 must be listed as the Certificate Holder.

State of Wisconsin Dwelling Contractor and 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)

State of Wisconsin Dept. of Safety & Professional Services
<http://dps.wi.gov/Licenses-Permits/Credentialing/Trades-Professions>
(608) 266-2112 then press 2

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
SUPPLEMENTAL LICENSE APPLICATION**

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www.milwaukee.gov/license

Legal Entity Name:
Premises Address:
<p>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? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, list name and when licensed, if known:</p> <hr/> <hr/>
<i>SUBMIT THIS FORM ALONG WITH THE "BUSINESS LICENSE APPLICATION"</i>

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

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 _____