



## 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 [www.milwaukee.gov/license](http://www.milwaukee.gov/license) [license@milwaukee.gov](mailto:license@milwaukee.gov)

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

Any person or company 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). (The City license is not required for landlords making improvements to their own properties.)

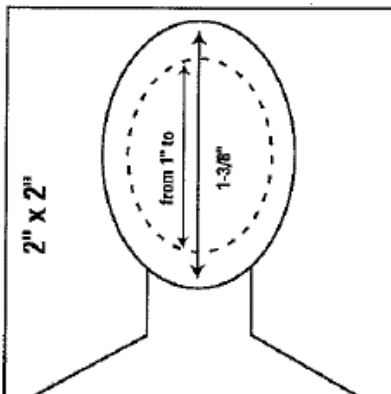
This shall include, but not be limited to:

- 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, car ports, etc.
- Concrete work including walkways, driveways, or other approaches to the building

### Applying for the License

Submit the following:

- \$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)
- **Sole Proprietors Only:** One 2 x 2 inch (from the bottom of the chin to the top of the head, including hair) clear colored full face photograph with the following requirements:
  - Taken in front of a plain white or off-white background; within the last 6 months to reflect your current appearance.



### License Period

Licenses expire 2 years from date of issuance.

### License Requirements

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

### 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.

### Wisconsin Seller's Permit

Not required for this license

### Certificate of Insurance

A certificate of insurance meeting all requirements listed below must be submitted with your application.

- The insurance company must be licensed with the Wisconsin Commissioner of Insurance at <http://oci.wi.gov/>
- If the insurance company is not licensed, the individual insurance agent signing the certificate must be licensed to write surplus lines with the Wisconsin Commissioner of Insurance at <http://oci.wi.gov/>
- A policy number is required. "Pending" or "TBD" are not acceptable.
- The policy period must be for 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.
- The 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's name is required.
- The certificate holder must be the City of Milwaukee, 200 E. Wells Street, Room 105, Milwaukee, WI 53202.

A sample certificate and detailed instructions can be found online at [www.milwaukee.gov/licenses](http://www.milwaukee.gov/licenses) under License Forms and Related Information.

An insurance policy shall continuously remain in effect for the duration of the license period. Failure to comply shall be grounds for suspension of the license.

## Additional Licenses:

### Salesperson License

Any person who solicits or sells home improvements at any place within the city, other than the licensed business location must obtain this license. An application can be obtained online at [www.milwaukee.gov/licenses](http://www.milwaukee.gov/licenses) or by contacting our office.

#### 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.

### Concrete Contractors

A license must be obtained from the Department of Neighborhood Services, Development Center, Permit Desk, 809 N. Broadway, 1<sup>st</sup> Floor, (414) 286-8480.

### 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>

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## Regulations:

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

## License Exemptions:

Contractors eligible for these exemptions are still required to comply with all 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.

### Electrical Contractors

- Register with the Department of Neighborhood Services, Electrical Inspection Section, (414) 286-2532
- Obtain a State of Wisconsin Electrical Contractor License, Dept of Safety & Professional Services, (608) 266-2112  
<http://dsps.wi.gov/Licenses-Permits/Credentialing/Trades-Professions>

### Master Plumbers

- Obtain a City of Milwaukee Master Plumber License Dept of Neighborhood Services, Plumbing Inspection Section at (414) 286-3361.
- Obtain a State of Wisconsin Master Plumber License, Dept of Safety & Professional Services, (608) 266-2112  
<http://dsps.wi.gov/Licenses-Permits/Credentialing/Trades-Professions>

### Landscaping

- Landscaping is 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).



# 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 [license@milwaukee.gov](mailto:license@milwaukee.gov)

Legal Entity Name:	
Premises Address:	
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	
If yes, list name and when licensed, if known: _____ _____	
_____ Signature of Sole Proprietor, Partner, or 20% or more Shareholder (If there are no 20% or more shareholders, Corporate Officer-print name/title and sign)	_____ Signature of additional partner or 20% or more shareholder



# 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