



## HOME IMPROVEMENT SALESPERSON 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](mailto:LICENSE@MILWAUKEE.GOV)

### Who needs a Home Improvement Salesperson license?

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

Any person who solicits or sells any place within the city, other than at the licensed business location, must be licensed as a salesperson.

#### Exemptions:

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.

Any person performing emergency services requiring the installation of parts where the total cost does not exceed \$100 shall not be considered a salesperson.

### Appointment of Salesperson By Contractor Licensee

All salesperson applications must be signed by the individual contractor, a partner, or 20% or more shareholder of a Corp/LLC. Only if there are no 20% or more shareholders, the agent can sign.

Your salesperson license cannot be issued if your employing company does not first have a valid home improvement contractor license.

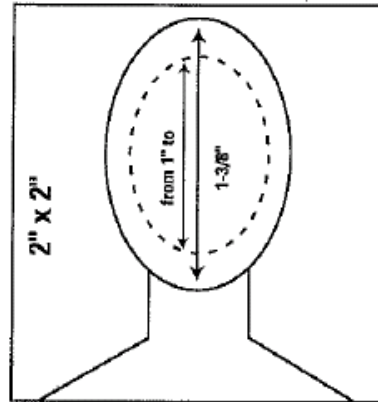
#### LICENSE PERIOD:

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.

### Submit the following:

- \$75 License Fee
- Individual Application
- Home Improvement Salesperson License Supplemental Application ccl-his1
- 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.



### RETURN OF LICENSE:

If employment is terminated with the home improvement contractor company for which the salesperson license has been issued, the license must be surrendered to the License Division within 10 days of termination of employment.



## HOME IMPROVEMENT SALESPERSON LICENSE SUPPLEMENTAL APPLICATION

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(414) 286-2238 E-MAIL ADDRESS: LICENSE@MILWAUKEE.GOV

Print Name:	
Business Name:	Business Phone #:
Business Address (include City, State, Zip Code):	
Full Name of Corporation or Limited Liability Company (if applicable):	
<p><b>Appointment of Salesperson by Contractor Licensee:</b></p> <p>I, _____, the Home Improvement Contractor Licensee for (Print Name)</p> <p>_____, hereby appoint the above named individual to act as a salesperson for said business. (Name of Business)</p> <p style="text-align: center;">_____ Signature of the Individual Contractor Licensee, a Partner, the Agent or 20% or More Shareholder of a Corporation/LLC</p> <p style="text-align: center;"><i>SUBMIT THIS FORM ALONG WITH THE "INDIVIDUAL LICENSE APPLICATION"</i></p>	

Office Use Only:

Initials: \_\_\_\_\_ Filed: \_\_\_\_\_ App#: \_\_\_\_\_ Issued: \_\_\_\_\_ Lic# \_\_\_\_\_