



SNOW PLOWING EQUIPMENT LICENSE INFORMATION

ccl-spbinfo 9/3/19

Office of the City Clerk License Division

200 E. Wells St. Room 105, Milwaukee, WI 53202

(414) 286-2238 license@milwaukee.gov www.milwaukee.gov/license

Who Needs a License?

Any person or business engaged in removing snow or ice from public sidewalks or alleys in the city of Milwaukee by means of motorized sweepers or plows must obtain a Snow Plowing Equipment License for each vehicle.

License Fee

\$10 per vehicle

Forms/Documents Needed

- Business License Application (ccl-busapp)
- Snow Plowing Equipment License Supplemental Application (ccl-spbapp)
 - Multiple vehicles can be listed on the application.
- Snow Plowing Equipment License Certificate of Insurance (ccl-spbins)

See the Business License Information sheet for detailed information.

License Period

License expires 1 year from date of issuance.

Vehicle Inspection

Inspection of your vehicle(s) must be completed before your application can be processed. Call Fleet Operations (414) 286-5561 to arrange for inspection. The inspection will be conducted at the Municipal Garage, 2142 W. Canal St.

Bring your application to the inspection and the inspector will sign, date and indicate "pass" or "fail" on the application. Applications cannot be processed without the Fleet Operations Inspector's signature.

Certificate of Insurance

The attached certificate of insurance showing proof of at least \$5,000 of public liability on your snow plow must be submitted with your application.

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

Register with DFI

Corporation, limited liability company, and nonprofit applicants must provide proof of registration with the Department of Financial Institutions (DFI).

Division of Corporate & Consumer Services (608) 261-7577
<http://www.wdfi.org/>

Exemptions for this License

- Fingerprinting is not required.
- WI Seller's Permit is not required.

Issuance of License

A license will be issued once the vehicle passes inspection, an approved certificate of insurance is submitted to our office, and the license fee has been paid.

A separate license will be issued for each vehicle.

Adding a Vehicle

To add a vehicle during the license period, you need to submit a new Snow Plowing Equipment License Supplemental Application and the \$10 fee.

City of Milwaukee Regulations

- Milwaukee Code of Ordinances 116-12
- Online at www.milwaukee.gov/ordinances



SNOW PLOWING EQUIPMENT LICENSE SUPPLEMENTAL 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

Legal Entity Name: _____

Business Address: _____

Address where vehicle(s) will be stored: _____

Locations to be plowed:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Applicant's Signature

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

To Be Completed by Bureau of Fleet Operations

Inspected by: _____ Date of Inspection: _____

Vehicle(s) :					
Year	Make	Model	VIN	Pass	Fail

SUBMIT THIS FORM ALONG WITH THE BUSINESS LICENSE APPLICATION AND
 SNOW PLOWING EQUIPMENT LICENSE CERTIFICATE OF INSURANCE

SNOW PLOWING EQUIPMENT LICENSE CERTIFICATE OF INSURANCE

(Herein called Insurance Company)

Address

ISSUED TO THE CITY OF MILWAUKEE, 200 E. Wells Street, Room 105, Milwaukee, WI 53202

The company hereby certifies that it has issued to:

Name

Address

a general liability policy no. _____ effective _____, 20____,

and expires _____, 20____, providing for limits of at least \$5,000.00 provided however, that the insurance afforded is subject to the terms, conditions, limitations, and exclusions of the policy.

"The policy described in this certificate of insurance includes the coverage required by Section 116-12 of the Milwaukee Code of Ordinances."

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____

Signed _____

Authorized Representative