

Building Contractor Registration



Your application will not be processed or will be delayed unless you:

- 1. Complete the application including signing and dating the first page.
- 2. Write in your social security number.
- 3. Attach the specified documents listed on this application.
- 4. Attach the specified fee listed on this application.
- 5. Make a photocopy of the completed application for your records.

By signing below, the applicant swears that all information provided on this application is true, accurate and that the credential requirements are met. **Notice: Information collected may be used for participation surveys, eligibility for approvals, law enforcement (including child support and tax delinquency enforcement) purposes and other secondary purposes. The department may also provide this information to requesters pursuant to Wisconsin's open records law, ss. 19.31-19.39 stats. Social security numbers are required when applying for a license per Wisconsin Stats, but they may not be disclosed to anyone except other State of Wisconsin governmental agencies.**

Business Information	
Federal Employer Identification Number (FEIN):	
Business Name:	
No. & Street, or P.O. Box:	
City, Town or Village, State, Zip + 4 Code:	
Country, If Other Than United States:	
Business Telephone No. (include area code):	
If Available, Business Fax No. (include area code):	

Applicant Information	
Social Security Number:	
Individual's Name :	
Address No. & Street, or P.O. Box:	
City, Town or Village, State, Zip + 4 Code:	
Country, If Other Than United States:	
Telephone No. (include area code):	
If Available, E-mail Address:	

By signing below, the applicant swears that all information provided on this application is true, accurate and that the credential requirements are met. The applicant is also certifying compliance with workers compensation requirements under ch. 102, stats., and unemployment requirements under ch. 108, stats.

*The individual applying for a business credential shall be the owner of the contracting business, a partner in the contracting business applying on behalf of a partnership, or the chairman of the board or chief executive officer applying on behalf of the contracting corporation.

Applicant's Signature

Date (mo/day/yr)

Send application and payment to: DSPTS Trades Credentialing, PO Box 78780, Milwaukee, WI 53293-0780.

Overnight mail delivery and office location: DSPTS Trades Credentialing, 1400 East Washington Ave., Madison, WI 53703

All other correspondence: DSPTS Trades Credentialing, , PO Box 7082, Madison, WI 53707 Phone: 608-261-8467. TTY: Contact through Relay or DspsSbCredentialing@wi.gov.

***** Save \$15 and register faster by completing the registration process online at:**

<https://apps.commerce.wi.gov/credential-online-application>

Credential Fee (nonrefundable): \$115.00 class code 7644

Make checks payable to: State of WI – DSPTS. The fee consists of a \$15 application fee and a registration fee of \$100. The credential will be effective for four years from the date of issuance.

Reason for Registration: No person or entity may engage in a construction business or offer to engage in a construction business that affects public buildings, places of employment and one- and two- family dwellings, public swimming pools and water attractions, unless the person or entity holds a registration issued by the department as a registered Building Contractor.

You do not need this registration if you currently hold any of the following credentials issued by the department:

Dwelling Contractor Certification	Electrical Contractor Certification
Dwelling Contractor - Restricted Certification	Electrical Contractor - Restricted Certification
Manufactured Home Dealer License	HVAC Contractor Registration
Manufactured Home Installer License	Elevator Contractor License
Manufactured Home Manufacturer License	Retail Gas Supplier License
	Retail Gas Supplier - Restricted License

Or you are a person or entity that works only on real estate or property you own or lease.

Examples of construction businesses that are to be registered with the Department of Safety and Professional Services:

Building site preparation/ stabilization	Plumbing
Drywall and plastering	Poured concrete foundations and structures
Electric Wiring	Precast concrete
Finish carpentry	Public swimming pools and water attractions
Fire protection	Roofing
Flooring	Siding
Framing carpentry	Structural steel
General building construction	Tile and terrazzo
Glass and glazing	Wall coverings
Insulation	Other building or equipment specialties
Masonry and stone work	

**** Additional information can be viewed at <http://commerce.wi.gov/SB/SB-BuildingContractorProgram.html>****

Responsibilities of Registrant: A person or entity that holds a building contractor registration shall do all of the following:

Include their registration number on all construction bids and contracts.

Not contract with another person or entity to engage in construction business activities unless the person or entity holds a business license, certification or registration issued by the Department of Safety and Professional Services.

Not commence a construction business activity until a permit is issued for the construction for any project that requires a uniform building permit under SPS 320.08, Wisconsin Administrative Code.

Not commence a construction business activity until a permit is issued for the construction for any project that requires a municipal building permit involving a public building, a place of employment or a one- or two- family dwelling.

Not commence a construction business activity until plan approval has been obtained as required under SPS 361.30, 382.20, 383.22, or 390.04.

Please visit <http://commerce.wi.gov/SB/SB-DivEmailSignup.html> to sign up for Safety and Buildings email lists for programs you work in or are interested in. You will receive emails from S&B regarding code changes, product information, forms, etc.