



For any construction or installation that requires a uniform building permit under SPS 320.08, persons, entities or businesses which hold SPS 305 licenses, certifications, or registrations may not commence construction or installation until a permit is issued.

A person who holds a dwelling contractor certification may not contract with another person or entity to engage in construction business activities unless the person or entity holds a credential under SPS 305.30(1)(a) or (b).

Note that **effective January 1, 2008**, in order to take out a construction or erosion control permit for a one- or two-family dwelling, a contractor will also need to have as an employee, owner, CEO or chairman of the board, an individual that possesses the Dwelling Contractor Qualifier Certification. To obtain an application and information for this category, please see S&B's WebSite: <http://dsps.wi.gov/sb/Sb-FormCredAppList.html> or call 608-261-8467.

**General Liability or Surety Bond Requirement: Comply with either a) Liability Insurance OR b) Bond Requirements below.** Liability insurance policies and bonds must provide that it may not be canceled by the person covered by the insurer or Surety Company except on 30 days written notice served on the department in person or by certified mail. The person covered shall file with the department proof of replacement insurance or bond within the 30-day notice period and before the expiration of the policy or bond. The department may suspend without prior notice or hearing the certificate of financial responsibility of a person who does not file satisfactory proof of replacement insurance or bond.

**a) Liability Insurance:** The business has in force a policy of general liability insurance issued by an insurer authorized to do business in Wisconsin insuring the business in the amount of at least \$250,000 per occurrence because of bodily injury to or death of others or because of damage to the property of others.

Your CURRENT (not expired) insurance certificate **MUST BE ATTACHED** to the application and must indicate the following:

1. The Certificate Holder is: Department of Safety and Professional Services, Trades Credentialing, PO Box 7082, Madison WI 53707-7082. (The certificate holder information is usually located in the lower left hand corner on the certificate);
2. The company/person is insured for at least \$250,000 dollars per occurrence of general liability insurance; and
3. The insured is the business listed on the application

**b) Bond:** If the business chooses to have in force a bond, endorsed by a surety company authorized to do business in Wisconsin, of at least \$25,000, conditioned upon the business complying with all applicable provisions of the one- and two-family dwelling code and any ordinance enacted under s. 101.654 (1)(a), Stats., and as indemnity for any loss sustained by any person because of any violation by the business of that dwelling code or ordinance, the bond shall be executed in the name of the state for the benefit of any person who sustains a loss as described in the above. If the applicant wishes to utilize a bond of less than \$25,000, then you need to call the Credentialing Unit at 608-261-8500 or check the website for a Dwelling Contractor Certification - Restricted application. **Attach a copy of the bond.**

**Unemployment Compensation Requirements:** By signing this form, the applicant is attesting that the business is making contributions or paying taxes required as Wisconsin unemployment compensation contributions under ch. 108, Stats., or federal unemployment compensation taxes under 26 USC 3301 to 3311. If unsure whether unemployment compensation contributions/taxes are required for the business, call Unemployment Compensation Division, 608-261-6700.

**Worker's Compensation Requirements:** By signing this form the applicant is attesting that the business, if required under s. 102.28 (2), Stats., has in force a policy of worker's compensation insurance issued by an insurer authorized to do business in Wisconsin or is self-insured in accordance with s. 102.28 (2),Stats. If unsure whether worker's compensation insurance or self insurance for worker's compensation is required for the business, call Worker's Compensation Division, 608-266-1340.