

# Heating, Ventilating, Air Conditioning 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.**

<b>Business Information</b>	<b>Contact Person Information</b>
Federal Employer Identification Number (FEIN):	Social Security Number:
Business Name:	Individual's Name :
No. & Street, or P.O. Box:	Address No. & Street, or P.O. Box:
City, Town or Village, State, Zip + 4 Code:	City, Town or Village, State, Zip + 4 Code:
Country, If Other Than United States:	Country, If Other Than United States:
Business Telephone No. (include area code):	Telephone No. (include area code):
If Available, Business Fax No. (include area code):	

By signing below, the applicant swears that all information provided on this application is true, accurate and that the credential requirements are met.

\*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:** DSPS Trades Credentialing, PO Box 78780, Milwaukee, WI 53293-0780.

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

**All other correspondence:** DSPS Trades Credentialing, , PO Box 7082, Madison, WI 53707 Phone: 608-261-8467. TTY: Contact through Relay or [DspsSbCredentialing@wi.gov](mailto:DspsSbCredentialing@wi.gov).

**Application and Credential Fee (nonrefundable): \$175.00 class code 7642**

Make checks payable to: State of WI – DSPS. The fee consists of a \$15 application fee and a credential fee of \$160. The credential will be effective for 4 years from the date of issuance.

**Reason for Registration:** Pursuant to ss. 101.177 (2) and (3) (a) and 101.178 (2), Stats., unless the person, entity or business holds a credential issued by the department as a registered HVAC contractor, no person, entity or business may engage or offer to engage in the following activities:

- installing heating, ventilating or air conditioning equipment;
- servicing heating, ventilating or air conditioning equipment or systems for facilities or properties not owned by the person or entity; or
- installing or servicing refrigeration equipment that would release or may release ozone-depleting refrigerant or sell for reuse used ozone-depleting refrigerant from refrigeration equipment.

A person, entity or business is not required to hold a credential as a registered HVAC contractor for electrical or plumbing work associated with the installation or servicing of HVAC equipment or systems. Note: Plumbing work associated with the installation or

servicing of HVAC equipment or systems may necessitate a plumbing license. Electrical work associated with the installation or servicing of HVAC equipment or systems may necessitate under local ordinance an electrical certification.

**Requirements of Credential:** For any construction or installation that requires a uniform building permit under s. Comm 20.08, persons, entities, or businesses which hold licenses, certifications, or registrations as identified in SPS 305 may not commence construction or installation until a permit is issued.

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