

Wisconsin Department of Safety and Professional Services

Office Location: 4822 Madison Yards Way
Madison, WI 53705
Phone Number: (608) 266-2112

LicensE Portal: [License.wi.gov](https://license.wi.gov)
Email: dsps@wisconsin.gov
Website: <http://dsps.wi.gov>

DIVISION OF PROFESSIONAL CREDENTIAL PROCESSING

ELECTRICAL CONTRACTOR LICENSE APPLICATION INFORMATION

Requirements for Credential

Per [Wis. Admin. Code § SPS 305.41](#), pursuant to [Wis. Stat. §101.862](#), no person or entity may engage in the business or offer to engage in the business of installing, repairing, or maintaining electrical wiring unless the person or entity holds a license or certification issued by the Department as a licensed Electrical Contractor, except as provided under [Wis. Stat. § 101.862\(4\)](#).

A person who is licensed as an Electrical Contractor shall be responsible for all of the following:

- A licensed Electrical Contractor shall utilize the appropriately licensed or registered individuals to construct, install, repair or maintain electrical wiring.
- For any electrical installation that requires a uniform building permit under SPS 320.08, a person who holds an electrical contractor license may not commence installation of electrical wiring until a permit is issued for the installation. **Note:** [Wis. Admin. Code § SPS 320-325](#) applies to one- and 2-family dwellings and manufactured dwellings. The Department's uniform building permit is issued either by the municipality in which the dwelling is located or by a UDC inspection agency where the municipality does not administer the Uniform Dwelling Code.
- A person or entity that holds an Electrical Contractor license shall include his or her license number on all construction bids and contracts.

AN APPLICATION IS NOT COMPLETE UNTIL ALL OF THE FOLLOWING DOCUMENTS HAVE BEEN RECEIVED:

1. **Application and Fees:** Apply and pay fees online in LicensE, <https://license.wi.gov>. Fees will be calculated in LicensE. If needed, you can save your application and complete and submit it later. **NOTE:** If DSPS requests additional documents they must be uploaded within three (3) months from the date they were requested. Failure to do so may result in having to submit a new application and pay fees.
2. **Business Representative:** The person applying for an Electrical Contractor license 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.
3. **Worker's Compensation Requirements:** By submitting, the applicant is attesting that the business is in compliance with worker's compensation requirements under [Wis. Stat. ch. 102](#). If you are unsure whether worker's compensation is required for the business, contact the Department of Workforce Development – Worker's Compensation Division online at <https://dwd.wisconsin.gov/wc/> or 608-266-3131.
4. **Unemployment Compensation Requirements:** By submitting the application, the applicant is attesting that the business is in compliance with unemployment compensation requirements under [Wis. Stat. ch. 108](#). If you are unsure whether unemployment compensation is required for the business, contact the Department of Workforce Development - Unemployment Compensation Division online at <https://dwd.wisconsin.gov/ui/> or call 608-261-3131.