

# Wisconsin Department of Safety and Professional Services

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

## DIVISION OF PROFESSIONAL CREDENTIAL PROCESSING

### LIQUEFIED GAS SUPPLIER RESTRICTED LICENSE APPLICATION INFORMATION

#### **Requirements for Credential**

Per [Wis. Admin. Code § SPS 305.73](#), no person may engage in the business of filling containers with liquefied petroleum gas that is intended to be used directly from the containers as fuel, unless the person holds a license issued by the Department as a licensed Liquefied Gas Supplier or Liquefied Gas Supplier Restricted, except as provided under either of the following conditions:

- a. The business is engaged in only filling containers that have a water capacity of less than 4 pounds.
- b. The filling of the containers with liquefied petroleum gas is for the person's or the entity's own use.

A person who holds a license as a licensed Liquefied Gas Supplier Restricted shall be limited to filling only Department of Transportation cylinders with liquefied petroleum gas.

A person who holds a Liquefied Gas Supplier Restricted license shall:

- Maintain proof of financial responsibility specified in [Wis. Stat. §101.16 \(3r\)\(a\) or \(b\)](#);
- Notify the Department at least 60 days before cancelling or failing to renew a surety bond, letter of credit or general liability insurance as proof of financial responsibility;
- Provide written information notices to customers in accordance with [Wis. Stat. § 101.16 \(4\)\(c\)](#).

#### **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 a Liquefied Gas Supplier 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. **Proof of Financial Responsibility:** A retail supplier who only fills Department of Transportation cylinders or who only fills containers for engine and recreational vehicle fueling systems as a licensed Liquefied Gas Supplier Restricted shall maintain proof of financial responsibility in the amount of \$500,000 per occurrence with an annual aggregate of \$1,000,000 for compensating 3<sup>rd</sup> parties for bodily injury and property damages for incidents associated with the release of liquefied petroleum gas.  
A person applying for a Liquefied Gas Supplier Restricted license shall provide **one** of the following proofs of financial responsibility under [Wis. Stat. § 101.16 \(3r\)\(c\)](#):
  - a. **A Surety Bond** that is issued by a surety company that is listed as an acceptable surety for federal bonds on the date that the surety bond is obtained in the most recently published U.S. Department of the Treasury's Circular 570. The bond should be executed in the name of the State of Wisconsin in the amounts listed above. **Upload** a copy of the surety bond.
  - b. **An Irrevocable Letter of Credit** that is issued by a financial institution that is authorized to do business in this state or that is federally chartered. The letter of credit shall be for an initial period of at least one year. The letter should be addressed to the State of Wisconsin in the amounts listed above. **Upload** a copy of the letter of credit.
  - c. **Commercial General Liability Insurance** as an endorsement to an existing policy or as a separate policy from an insurer, or a risk retention group, that is licensed to transact the business of insurance in this state or that is eligible to provide insurance as a surplus lines insurer in one or more states. **Upload** a copy of your current (not expired) insurance certificate.
    - o **The commercial general liability insurance should be issued in the amounts listed above.**

To confirm the license status of the insurance company, visit the Wisconsin Office of the Commissioner of Insurance website at: <https://sbs-wi.naic.org/Lion-Web/jsp/sbsreports/CompanySearchLookup.jsp>.

For information on Gas System Certificate of Installations, see the Division of Industry Services website, <https://dsps.wi.gov/Pages/Programs/Default.aspx>, and select "Gas Systems."