

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

HVAC CONTRACTOR REGISTRATION APPLICATION INFORMATION

Requirements for Credential

Per [Wis. Admin. Code § SPS 305.70](#), no person, entity or business may engage or offer to engage in installing or servicing heating, ventilating or air conditioning equipment unless the person, entity or business holds a registration issued by the Department as a registered HVAC Contractor.

A person, entity or business is not required to hold a registration as a registered HVAC Contractor for the following:

- To service existing heating, ventilating or air conditioning equipment within facilities or properties owned by the person, entity or business. for electrical or plumbing work associated with the installation or servicing of HVAC equipment or systems;
- To install or service heating, ventilating, air conditioning, or refrigeration equipment within a dwelling owned by the person, entity, or business and in which the person, entity, or business resides or will reside;
- For electrical or plumbing work associated with the installation or servicing of the HVAC equipment or systems.

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 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 HVAC Contractor registration 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.