

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 INSPECTION AGENCY REGISTRATION APPLICATION INFORMATION

Requirements for Credential

Per [Wis. Admin. Code § SPS 305.629](#), no person or municipality may engage in or offer to engage in providing plan review, permit issuance, or inspections regarding electrical wiring under the scope of ch. SPS 316 unless the person or municipality holds a registration from the department as a registered inspection agency.

A person or municipality who is responsible for facilitating plan review, permit issuance, or inspection regarding electrical wiring under ch. SPS 316 as a registered inspection agency shall be responsible for all of the following:

- Utilizing persons appropriately certified under [§ SPS 305.62](#) to conduct inspections.
- Maintaining a record of the electrical permits issued under [§ SPS 316.012](#).
- Making the records relative to permit issuance and inspections available to the department upon request.
- Providing inspection services for all inspections required under [§ SPS 316.013](#).
- Cooperating with the department in any program monitoring, enforcement, activities, and investigations related to electrical wiring under the scope of [ch. SPS 316](#).
- Following all procedures established by the department for enforcement.

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 fees.
2. **Business Representative:** The person applying for an Inspection Agency registration shall be one of the following:
 - (a) If a municipality, the department head of the agency administering the electrical program.
 - (b) If not a municipality, the owner of the business, a partner in the business applying on behalf of a partnership, or the chairman of the board or chief executive officer applying on behalf of a corporation.