

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 LIQUEFIED GAS SUPPLIER 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 Liquefied Gas Supplier license shall:

- Maintain commercial general liability insurance as specified in [Wis. Stat. §101.16 \(3r\)\(a\)](#).
- Notify the Department at least 60 days before cancelling, revoking, suspending, or failing to renew the insurance.
- 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. **Commercial General Liability Insurance:** A retailer who fills containers with liquefied petroleum gas that is intended to be used directly from containers as fuel as a licensed Liquefied Gas Supplier shall maintain commercial general liability insurance in the amount of \$1,000,000 per occurrence with an annual aggregate of \$2,000,000 for compensating 3rd 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 license shall provide the following under [Wis. Stat. § 101.16 \(3r\)\(c\)](#):

4. **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. **Attach** a copy of your current 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 Plan Submittal Procedures, Installation Applications, and Certificate of Installations, see the Division of Industry Services website <https://dsps.wi.gov/Pages/Programs/Default.aspx> and select "Gas Systems."