



Registration Requirements

1. Proof of Insurance **Attach or email proof of insurance with every registration**

A. Certificate of Liability Insurance or Certificate of Coverage *must* include:

- "INSURED" displays correct business name and address
- Policy Effective Date current at time of registration
- Minimum \$1,000,000 of commercial general liability coverage per incident
- "DESCRIPTION OF OPERATIONS..." must include a complete list of rides being registered, with serial numbers where available
- Any attached ride list must come from the insurer/insurance provider
- "CERTIFICATE HOLDER" must be: Department of Safety and Professional Services
Amusement Ride Program
4822 Madison Yards Way, Madison WI 53705

B. Self-insured or State self-funded Letter of Insurance/Cert. of Protection *must* include:

- Liability statement of governing body's financial responsibility and statement of protection
- Effective coverage dates current at time of registration and DSPS as addressee

2. Itinerary **Enter in at least one itinerary into eSLA (for 1 of 4 operator types below):**

- A. **Itinerant Operators:** One itinerary for each staffed location/event (Where are you going and when are you there?)
- B. **Permanent Park Operators:** One itinerary for the operating season (Open date to closing date.)
- C. **Rental Operators (bounce/coin-op):** One itinerary for the rental season (Open date to closing date.)
- D. **Hybrid Operators (rental/staffed events):** One for the rental season and one for each staffed event (See above.)

3. Fee **All prior inspection fees must be paid before any registration will be processed.**

Successfully submit your registration in eSLA

- Know which rides you need to register (new or renewal)--do you see them all on the Dashboard?
- Have proof of insurance ready to upload
- Have payment method ready (eSLA accepts most credit cards and ACH)
- Have all details handy if registering a new ride (ride name, type, class, manufacturer, serial number, etc.)
- Submit Proof of Non-Destructive Testing if required (have copy "in the field" for inspectors)

Registration processing

- Registrations are processed on a first-come, first-served basis.
- Expect delays if registering at peak times – sooner is better!
- Any unmet requirements will delay processing.
- **Email Proof of Insurance directly to DSPS at:** DSPSSBInspectionSupport@wisconsin.gov **if you're not asked to upload it during the application.**

Work with DSPS when you:

- Need newly purchased Wisconsin rides moved onto your Dashboard
- Need sold, scrapped, salvaged or otherwise disposed of rides moved off your Dashboard
- Need to find a "missing" ride
- Need a login, renewal, or registration issue resolved quickly
- Need to update your contact information – current email and addresses (mailing and shipping) are required



Fee Schedule for Amusement Rides

Department of Safety and Professional Services
Amusement Ride Program
(608) 266-2112, press option 4
DSPSSBInspectionSupport@wi.gov

NOTE: For determining the correct ride classification, the following information is provided from SPS 334.03:

Class 1 Rides that move passengers in a mild manner.

Class 2 Standard thrill-type amusement rides.

Class 3 Amusement rides which do not meet the SPS 334.03 requirements for Class 1 or Class 2 rides.

Modified Class Amusement rides that have been changed except for changes made by the manufacturer.

NOTE: Amusement rides modified since the last registration shall not be operated until the department has been provided with information to determine the proper maintenance and class of the ride and the owner or operator has obtained a new registration certificate.

Amusement Rides – Plan Examination, Date Review, Registration, and Inspections

Fees for amusement rides shall be determined in accordance with the following schedule (see SPS 302.20):

- a. Plan examination for new amusement rides tramways (see SPS 333.01 for definition) **\$280.00** per ride
- b. Review of engineering analysis and test data associated with the acceptance of amusement rides **\$280.00** per ride
- c. 1. Annual registration for all amusement rides **\$ 55.00** per ride
2. Late registration fee for failure to register amusement ride before opening it to the public **\$200.00** per ride
- d. Initial inspection of custom-built, site-specific amusement rides not used in a portable mode per section SPS 302.04 (2) **\$ 80.00** per ride
- e. Periodic inspection of coin-operated kiddie rides **\$ 70.00** per ride
- f. Inspection of Class 1 amusement rides **\$140.00** per ride
- g. Periodic inspection of Class 2 amusement rides, except amusement rides that the manufacturer estimates require more than 40 hours to erect **\$250.00** per ride
- h. Periodic inspection of Class 2 amusement rides that the manufacturer estimates require more than 40 hours to erect **\$350.00** per ride
- i. Periodic inspection of amusement ride tramways **\$420.00** per tramway
- j. Re-inspection fee for noncompliance with orders previously issued by the department **\$100.00** per ride

NOTE: See SPS 334, Amusement Rides Code, for definitions of ride classes.

Ride registration may be refused by safety inspectors for the following reasons:

- Unabated safety-related orders issued by Safety and Professional Services
- Modifications, repairs, or maintenance that are not in accordance with recognized safe practices
- Failure to provide nondestructive testing information when the testing is required by SPS 334.16



Complete registration of amusement rides includes submittal of route including specific sites and dates on which the amusement ride will be operated in the State. If the route is incomplete or modified, the department shall be notified prior to operation on the adjusted route. Call an inspector (map on next page) or email your request to: DSPSSBInspectionSupport@wisconsin.gov (with your business name in the subject line for best service).

Itinerant Operators: One itinerary for each staffed location/event of operation

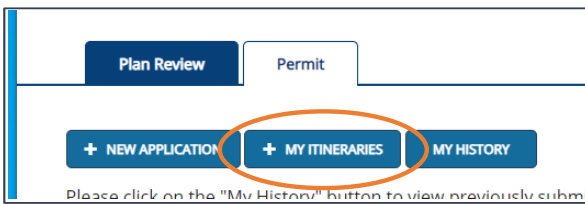
Permanent Park Operators: One itinerary for the operating season

Rental Operators (bounce/coin-op): One itinerary for the rental season

Hybrid Operators (rental/itinerant): One itinerary for the rental season **and** one for each staffed event

Creating an Itinerary in eSLA

From the "Permit" tab click "+ MY ITINERARIES" button



Select a business account, fill all fields, then click ADD button

Add New Amusement Ride Itinerary

Complete registration of amusement rides includes submittal of route including specific sites and dates on which the amusement ride will be operated in the state. If the route is incomplete or modified, the department shall be notified prior to operation on the adjusted route.

Please select a Business Name
AMUSEMENT MATTERS

Event/Location Information

Setup Date *	Start Date *	End Date *
5/27/2022	5/27/2022	12/31/2022

Event/Location Name * Erewhon Festival || Number of Rides * | Location/Event Address * |
7	Main St
Location/Event City *	Location/Event County *
Edgerton	Rock

CANCEL ADD

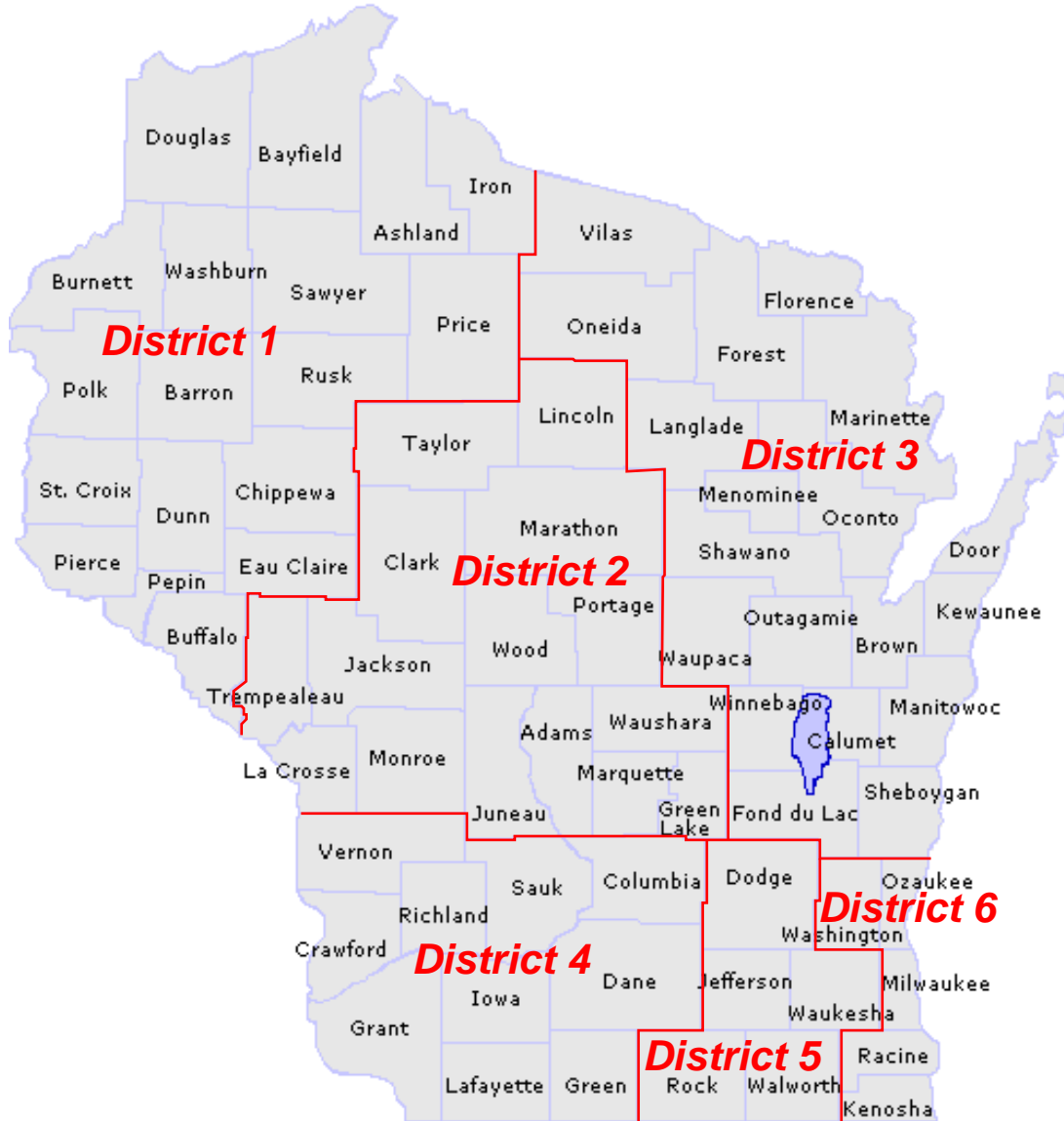
Check the box and click "SAVE" button

The information being submitted is true to the best of my knowledge.

CANCEL SAVE



Public Sector Employee Safety Inspection District Map



1 – Jane Dienger	jane.dienger@wisconsin.gov	715-538-3308
2 – Rhonda Kocijan-Klec	rhonda.kocijanklec1@wisconsin.gov	608 982-6496
3 – Tim Condon	timothy.condon@wisconsin.gov	414-852-3660
4 – Andrew Amacher	andrew.amacher@wisconsin.gov	608-438-8061
5 – Vacant	Contact Supervisor for vacant district	
6 – Jim Creegan	james.creegan@wisconsin.gov	608-219-7185
Supervisor – Lucas Dederich	lucas.dederich@wisconsin.gov	608-445-6558
General Questions	DSPSSBHealthandSafetyTech@wisconsin.gov	