

# 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](mailto:dsps@wisconsin.gov)  
Website: <http://dsps.wi.gov>

## **DIVISION OF PROFESSIONAL CREDENTIAL PROCESSING** **DWELLING CONTRACTOR APPLICATION INFORMATION**

### **Requirements for Credential**

Per [Wis. Admin. Code § SPS 305.31](#), no person may obtain a building permit for a one- and two-family dwelling unless the person complies with all of the following, except as provided under [Wis. Stat. §§ 101.654\(1\)\(b\) and \(c\)\(2\)](#):

- Holds a Dwelling Contractor certification or a Dwelling Contractor Restricted certification issued by the Department;
- Holds or engages, as an employee, a person who holds a certification issued by the Department as a Dwelling Contractor Qualifier.

### **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 Dwelling Contractor certification 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. **Worker's Compensation Requirements:** When submitting the application the applicant is attesting that the business is in compliance with worker's compensation requirements under [Wis. Stat. ch. 102](#). If you are unsure whether worker's compensation is required for the business, contact the Department of Workforce Development – Worker's Compensation Division online at <http://dwd.wisconsin.gov/wc/> or call (608) 266-1340.
4. **Unemployment Compensation Requirements:** When submitting the application the applicant is attesting that the business is in compliance with unemployment compensation requirements under [Wis. Stat. § 108](#). If you are unsure whether unemployment compensation is required for the business, contact the Department of Workforce Development - Unemployment Compensation Division online at <https://dwd.wisconsin.gov/ui/> or call (608) 266-3131.
5. **Proof of Financial Responsibility:** A person applying for a Dwelling Contractor certification shall provide **one** of the following proofs of financial responsibility under [Wis. Stat. § 101.654\(2\)](#). Liability insurance policies and bonds must provide that it may not be canceled by the person covered by the insurer or Surety Company except on 30 days written notice served on the Department in person or by certified mail. The person covered shall file with the Department proof of replacement insurance or bond within the 30- day notice period and before the expiration of the policy or bond. The Department may suspend without prior notice or hearing the certificate of financial responsibility of a person who does not file satisfactory proof of replacement insurance or bond.
  - a. **Bond:** If the business chooses to have in force a bond, endorsed by a surety company authorized to do business in Wisconsin (i.e. licensed in Wisconsin), of at least \$25,000, conditioned upon the business complying with all applicable provisions of the one- and two-family dwelling code and any ordinance enacted under [Wis. Stat. § 101.654\(1\)\(a\)](#), and as indemnity for any loss sustained by any person because of any violation by the business of that dwelling code or ordinance, the bond shall be executed in the name of the state for the benefit of any person who sustains a loss as described in the above. If the applicant wishes to utilize a bond of less than \$25,000, complete the Dwelling Contractor Restricted certification application. **Upload** a copy of the bond.
  - b. **Liability Insurance:** The business has in force a policy of general liability insurance insuring the applicant in the amount of at least \$250,000 per occurrence because of bodily injury to or death of others or because of damage to the property of others and issued by one of the following:
    - An insurer authorized to do business in this state, or
    - An insurer that is eligible to provide insurance as a surplus lines insurer in one or more states.To confirm the status of a surety bond company or insurance company, visit the Wisconsin Office of the Commissioner of Insurance website at <http://oci.wi.gov>, or the National Association of Insurance Commissioners website at <https://eapps.naic.org/cis/>.