

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 CREDENTIALING PROCESSING

DWELLING CONTRACTOR RESTRICTED 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.

Per [Wis. Stat. § 101.654\(2m\)](#), if an applicant wishes to use a bond of less than \$25,000, the applicant shall agree not to perform any work on a dwelling for which the estimated cost of completion is greater than the amount of the bond.

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 Restricted 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 608-266-3131.
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. ch. 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 Restricted certification shall provide the following proof of financial responsibility under [Wis. Stat § 101.654\(2\)](#). Bonds must provide that it may not be canceled by the person covered by the 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 bond within the 30-day notice period and before the expiration of the 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 bond.
 - a. **Bond:** If the business chooses to have in force a bond, less than \$25,000 but at least \$5,000, endorsed by a surety company authorized to do business in Wisconsin (i.e. licensed in Wisconsin), 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. **Upload** a copy of the bond.

To confirm the license status of the surety bond company, visit the Wisconsin Office of the Commissioner of Insurance website at: <http://oci.wi.gov> > select "Companies" > select "Company Lookup."