

Business Credential Application

Remit to:
 State of Wisconsin
 Department of Commerce-Credentialing
 P.O. Box 78780
 Milwaukee WI 53293-0780
 Phone (608) 261-8500
 TDD #: (608) 264-8777 7:45 a.m. - 4:30 p.m.

Instructions:

- 1. Complete the application; sign and date the form.
- 2. Enter the FEIN number of business or social security number of applicant.
- 3. Attach the specified fee and any documents specified on the following pages. Make checks payable to: Department of Commerce.
- 4. If this form was pre-printed with your business, please review and clearly print corrections or new information where needed in red ink.
- 5. **Make a photocopy of the completed application for your records.**

Class code 7644

Business Information	Applicant Information
Federal Employer Identification Number (FEIN):	Social Security Number:
Business Name:	Individual's Name :
No. & Street, or P.O. Box:	Address No. & Street, or P.O. Box:
City, Town or Village, State, Zip + 4 Code:	City, Town or Village, State, Zip + 4 Code:
Country, If Other Than United States:	Country, If Other Than United States:
Business Telephone No. (include area code):	Telephone No. (include area code):
If Available, Business Fax No. (include area code):	If Available, E-mail Address:

By signing below, the applicant swears that all information provided on this application is true, accurate and that the credential requirements are met. The applicant is also certifying compliance with workers compensation requirements under ch. 102, stats., and unemployment requirements under ch. 108, stats.

*The individual applying for a business credential 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.

 Applicant's Signature

 Date (mo/day/yr)

Send application and payment to: State of Wisconsin, Department of Commerce-Credentialing, P.O. Box 78780, Milwaukee, WI 53293-0780

Overnight mail delivery and Office location: State of Wisconsin, Department of Commerce-Credentialing, 201 W. Washington Ave., Madison, WI 53703

BUILDING CONTRACTOR REGISTRATION class code 7644

Save \$15 and register faster by completing the registration process online at:

<https://apps.commerce.wi.gov/credential-online-application>

Due to the high volume of applications being processed, it may take up to three weeks to receive your registration for mailed applications. For a faster reply to your question, contact us by email at:

comsbuildingcontractor@wisconsin.gov

Credential Fee (nonrefundable): \$115.00 class code 7644

Make checks payable to: Department of Commerce. The fee consists of a \$15 application fee and a registration fee of \$100. The credential will be effective for 4 years from the date of issuance.

You also have the option of registering online by visiting:

<https://apps.commerce.wi.gov/credential-online-application>

If you choose to register online, the application fee of \$15 will be waived and you will only be paying the registration fee of \$100.

* **Notice** Information collected may be used for participation surveys, eligibility for approvals, law enforcement (including child support and tax delinquency enforcement) purposes and other secondary purposes. The Department may also provide this information to requesters pursuant to Wisconsin's open records law, ss. 19.31-19.39, Stats. Social security numbers are required when applying for a license according to Wisconsin Stats. But they may not be disclosed to anyone except other State of Wisconsin governmental agencies.

Reason for Registration: No person or entity may engage in a construction business or offer to engage in a construction business that affects public buildings, places of employment and one- and two- family dwellings, public swimming pools and water attractions, unless the person or entity holds a registration issued by the department as a registered Building Contractor.

You do not need this registration if you currently hold any of the following credentials issued by the department:

Dwelling Contractor Certification	Electrical Contractor Certification
Dwelling Contractor - Restricted Certification	Electrical Contractor - Restricted Certification
Manufactured Home Dealer License	HVAC Contractor Registration
Manufactured Home Installer License	Elevator Contractor License
Manufactured Home Manufacturer License	

Or you are a person or entity that works only on real estate or property you own or lease.

Examples of Construction Businesses that are to be registered with the Department of Commerce:

Building site preparation/ stabilization	Plumbing
Drywall and plastering	Poured concrete foundations and structures
Electric Wiring	Precast concrete
Finish carpentry	Public swimming pools and water attractions
Fire protection	Roofing
Flooring	Siding
Framing carpentry	Structural steel
General building construction	Tile and terrazzo
Glass and glazing	Wall coverings
Insulation	Other building or equipment specialties
Masonry and stone work	

**** **Additional information can be viewed at** <http://commerce.wi.gov/SB/SB-BuildingContractorProgram.html>****

Responsibilities of Registrant: A person or entity that holds a building contractor registration shall do all of the following:

Include their registration number on all construction bids and contracts.

Not contract with another person or entity to engage in construction business activities unless the person or entity holds a business license, certification or registration issued by the Department of Commerce.

Not commence a construction business activity until a permit is issued for the construction for any project that requires a uniform building permit under s. Comm 20.08, Wisconsin Administrative Code.

Not commence a construction business activity until a permit is issued for the construction for any project that requires a municipal building permit involving a public building, a place of employment or a one- or two- family dwelling.

Not commence a construction business activity until plan approval has been obtained as required under ss. Comm 61.30, 82.20, 83.22, or 90.04.

Please visit <http://commerce.wi.gov/SB/SB-DivEmailSignup.html> to sign up for Safety and Buildings email lists for programs you work in or are interested in. You will receive information from Safety and Buildings regarding code changes, product information, forms, etc.