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# Business Credential Application

**Remit to:**  
**State of Wisconsin**  
**Department of Commerce-Credentialing**  
**P.O. Box 78780**  
**Milwaukee WI 53293-0780**  
*Phone (608) 261-8467*  
*TDD #: (608) 264-8777 7:45 a.m. - 4:30 p.m.*  
*E-mail: madisoncred@commerce.state.wi.us*

If you do not want your business phone number listed on our website, please check the box.

### 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.**

<b>Business Information</b>	
Federal Employer Identification Number (FEIN):	
Business Name:	
No. & Street, or P.O. Box:	
City, Town or Village, State, Zip + 4 Code:	
Country, If Other Than United States:	
Business Telephone No. (include area code):	
If Available, Business Fax No. (include area code):	

<b>Contact Person Information *</b>	
Social Security Number:	
Individual's Name :	
Address No. & Street, or P.O. Box:	
City, Town or Village, State, Zip + 4 Code:	
Country, If Other Than United States:	
Telephone No. (include area code):	

By signing below, the applicant swears that all information provided on this application is true, accurate and that the credential requirements are met.

\*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

**All other correspondence:** Wisconsin Department of Commerce, Safety & Buildings Div., P.O. Box 7082, Madison, WI 53707

## HEATING, VENTILATING, AIR CONDITIONING CONTRACTOR REGISTRATION

**Application and Credential Fee (nonrefundable): \$110.00**

**class code 7644**

Make checks payable to: Department of Commerce. The credential will be effective for 4 years from the date of issuance.

\* **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:** Pursuant to ss. 101.177 (2) and (3) (a) and 101.178 (2), Stats., unless the person, entity or business holds a credential issued by the department as a registered HVAC contractor, no person, entity or business may engage or offer to engage in the following activities:

- installing heating, ventilating or air conditioning equipment;
- servicing heating, ventilating or air conditioning equipment or systems for facilities or properties not owned by the person or entity; or
- installing or servicing refrigeration equipment that would release or may release ozone-depleting refrigerant or sell for reuse used ozone-depleting refrigerant from refrigeration equipment.

A person, entity or business is not required to hold a credential as a registered HVAC contractor for electrical or plumbing work associated with the installation or servicing of HVAC equipment or systems. Note: Plumbing work associated with the installation or servicing of HVAC equipment or systems may necessitate a plumbing license. Electrical work associated with the installation or servicing of HVAC equipment or systems may necessitate under local ordinance an electrical certification.

**Requirements of Credential:** For any construction or installation that requires a uniform building permit under s. Comm 20.08, persons, entities, or businesses which hold licenses, certifications, or registrations as identified in Comm 5 may not commence construction or installation until a permit is issued.