



# Business Credential Application

**State of Wisconsin**  
**Department of Commerce-Credentialing**  
Phone (608) 261-8467  
FAX (608) 267-0592  
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>	<b>Contact Person Information</b>
Federal Employer Identification Number (FEIN):	Social Security Number:
Business Name:	Person's Name :
Applicant Name and Title*: (Please print)	Address No. & Street, or P.O. Box:
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:	Telephone No. (include area code):
Business Telephone No. (include area code):	
If Available, Business Fax 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 person 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:** Safety & Buildings Div., 201 W. Washington Ave., Madison, WI 53703

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

## UDC INSPECTION AGENCY REGISTRATION

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

class code 7655

Make checks payable to: Department of Commerce. The fee consists of a \$10 application fee and a credential fee of \$30. The credential will be effective for 4 years from 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 Credential:** No person, business or entity may engage in or offer to engage in the activities of facilitating plan review, issuance of Wisconsin uniform building permits, or inspection of one- and 2-family dwellings in a municipality where the department has jurisdiction pursuant to s. 101.651 (3)(b), Stats., unless the person, business or entity holds a registration issued by the department as a registered UDC inspection agency.

**Requirements of Credential:** Responsibilities: A person who is responsible for facilitating plan review, issuance of Wisconsin uniform building permits and the inspections for one- and 2-family dwellings as a registered UDC inspection agency shall be responsible for all of the following:

- (a) Utilizing persons appropriately certified under s. Comm 5.63 to review the plans, issue the permits and conduct the inspections.
- (b) Making the records relative to the plan review, issuance of permits and inspections available to the department, upon request.
- (c) Providing inspection services for all inspections required under s. Comm 20.10.
- (d) Cooperating with the department in any program monitoring, enforcement activities, and investigations.
- (e) Following all procedures established by the department for UDC enforcement by inspection agencies.
- (f) Reporting to the department in writing when the agency has been dismissed by the owner or builder.
- (g) Making any records associated with their permit, plan review and inspection activities available to the permit holder upon request.
- (h) Shall not have a conflict of interest in fulfilling the responsibilities or obligations of the credential.

**Qualifications for Credential:** The person applying for a UDC inspection agency registration shall be the owner of the business, a partner in the business applying on behalf of a partnership, or the chairman of the board or chief executive officer applying on behalf of the corporation.

---