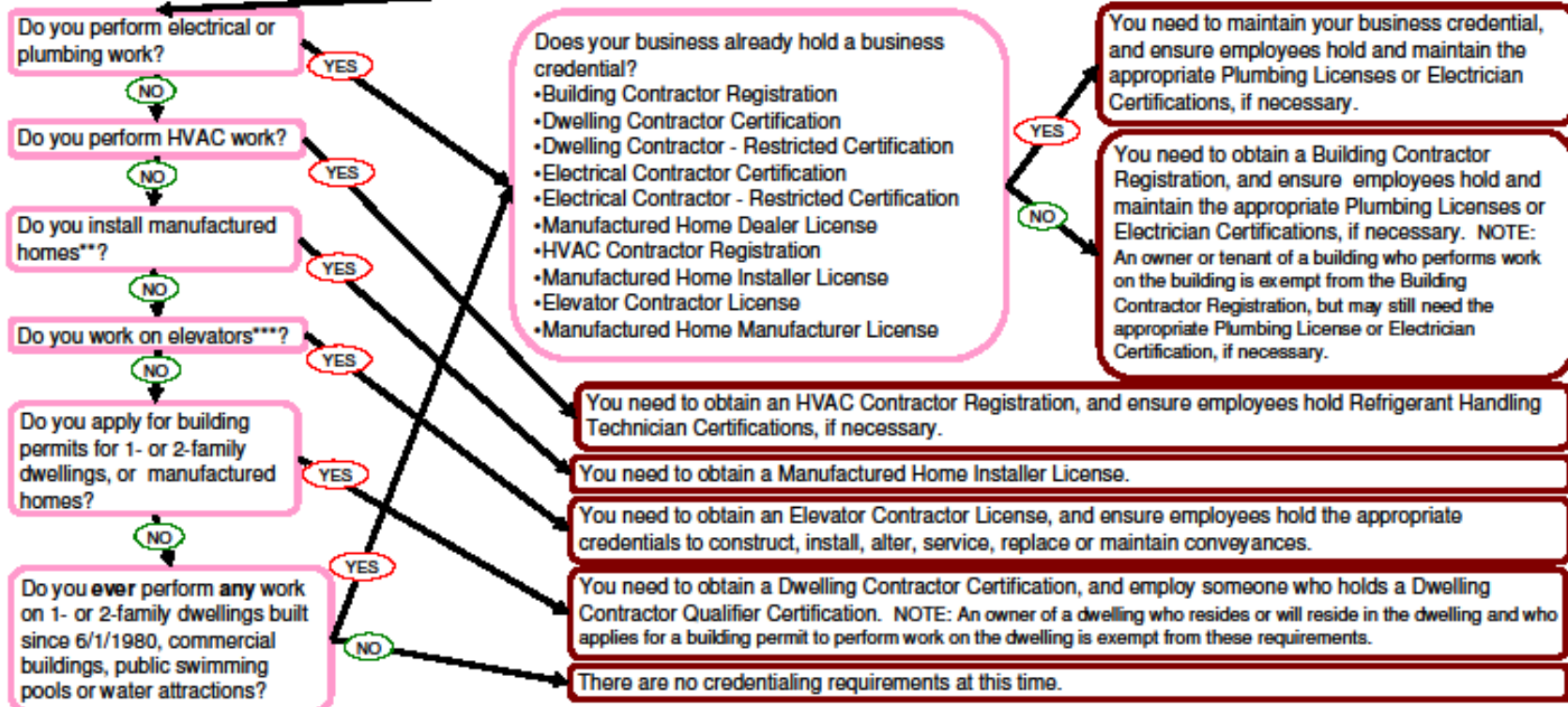

What Business Credential
Do You Need?

I own a construction business* that performs residential or commercial work in Wisconsin. Which contractor credential do I need?



* "Construction business" means a trade that installs, alters or repairs any building element, component, material or device that is regulated under the commercial building code, chs. Comm 60 to 66, the UDC, chs. Comm 20 to 25, the electrical code, ch. Comm 16, the plumbing code, chs. Comm 81 to 87, or the public swimming pools and water attractions code, ch. Comm 90. The term does not include the delivery of building supplies or materials, or the manufacture of a building product not on the building site.

** "Manufactured home" means either a structure that is designed to be used as a dwelling with or without a permanent foundation and that is certified by the federal department of housing and urban development as complying with the standards established under 42 USC 5401 to 5425, or a mobile home, unless a mobile home is specifically excluded under the applicable statute.

*** Any person, entity or business that engages in or offers to engage in the business of constructing, installing, altering, servicing, replacing or maintaining conveyances must obtain an Elevator Contractor License, unless that person, entity or business only services or maintains existing conveyances within facilities or properties owned by the person, entity or business.

**For more information about these state credentials, visit: www.commerce.wi.gov/SB/SB-DivCreds.html
Always remember to check with your municipal building inspector to insure you've met any additional municipal requirements.**

Dwelling Contractors (DC and DCQ)

- As of 1/1/08 you need two credentials to pull Uniform Dwelling Code building permits for construction or erosion control categories.
 - Dwelling Contractor (Business) and
 - Dwelling Contractor Qualifier (Individual)
 - A different customer id is issued for each certification.
 - You will have two separate cards.
-

Dwelling Contractor Certification (DC)

- Issued to the BUSINESS
 - Good for 1 year
 - Certificate of Insurance is required when applying
 - No courses are required to obtain this certification
 - Needs a Dwelling Contractor Qualifier on staff in order to pull permits. (Permits may be pulled by any authorized staff)
 - Owner occupants are exempted.
-

Dwelling Contractor Renewal

- A renewal postcard will be mailed out approximately 45 days prior to the expiration of your credential.
 - You will have the option of mailing in a check or using our online renewal system with check, credit card or check card.
-

Dwelling Contractor Qualifier Certification (DCQ)

- Issued to an INDIVIDUAL
 - Good for 2 years
 - Grandfathered – Dwelling Contractor Financial Responsibility Certification holders that held a valid certification on or between April 11 – April 14 of 2006 were grandfathered. No initial course is required to obtain the certification.
 - Not Grandfathered – Are required to take an initial 12 hour qualifier course before applying.
-

Continuing Education Requirements

- To renew, ALL Dwelling Contractor Qualifier credential holders need to complete 12 hours of approved continuing education at least 3 months prior to your credential expiration.
 - If you were grandfathered, you still need to complete the 12 hours of approved continuing education. Grandfathering only allowed you to waive the initial 12 hour qualifier course.
 - See our website <http://commerce.wi.gov/SB/SB-DivContinuingEducation.html> for information on approved courses.
-

Dwelling Contractor Qualifier Renewal

- A renewal postcard will be mailed out approximately 45 days prior to the expiration of your credential if you have met your 12 hours of continuing education requirement.
 - You will have the option of mailing in a check or using our online renewal system with check, credit card or check card.
-

Dwelling Contractor Qualifier Late Renewal

- A late renewal letter will be mailed to you if your continuing education was NOT completed 3 months prior to the credential expiration date.
 - Your credential will not be approved until you have met your continuing education requirements.
 - A Late fee will be assessed.
-

Building Contractors

- On March 2, 2009 an emergency rule went into effect to register all businesses engaged in building construction.
 - Businesses will need to be registered by July 1, 2009.
 - ***This registration does not allow you to pull building permits that requires the DC and DCQ certification.
 - Building owners and renters are exempted.
-

Building Contractor Registration

- Issued to the BUSINESS
 - Good for 4 years
 - No proof of insurance is required when applying.
 - No courses are required to obtain this certification
-

Building Contractor Registration

- Any business performing construction that is required by a code covering the following will need to be registered:
 - Public Buildings
 - Places of employment
 - One and two family dwellings
 - Public swimming pools
 - Water attractions
-

Current Credential Holders

- If you hold one of these business credentials, you do **not** need the Building Contractor Registration.
 - Dwelling Contractor Certification
 - Dwelling Contractor- Restricted Certification
 - Manufactured Home Dealer License
 - Manufactured Home Installer License
 - Manufactured Home Manufacturer License
 - Electrical Contractor Certification
 - Electrical Contractor – Restricted Certification
 - HVAC Contractor Registration
 - Elevator Contractor License
-

Responsibilities of a Building Contractor

- Include the registration number on all construction bids and contracts.
 - Not contract with another person or business unless they hold a business credential with Safety and Buildings.
 - Not start construction until all permits are issued.
 - Not start construction until plan approval has been obtained (When required)
-

Building Contractor Renewal

- A renewal postcard will be mailed out approximately 45 days prior to the expiration of your credential.
 - You will have the option of mailing in a check or using our online renewal system with check, credit card or check card.
-

Subcontractors

- Dwelling Contractors that subcontract should verify that the person or business holds a valid Dwelling Contractor Certification or Building Contractor Registration.
-

Electrical Contractor

- Issued to the BUSINESS
 - Good for 4 years
 - The person who holds the Electrical Contractor Certification shall be or employ one or more Wisconsin certified Master Electricians.
 - When an electrician certification is required and what category of certification is needed are determined by individual municipalities.
-

Electrical Contractor Continued

- Must provide the following when applying:
 - The Master Electrician number
 - Their social security number
 - Their worker's compensation number
 - Their unemployment insurance account number
 - Their state tax identification number
 - Their federal tax identification number
 - The name and address of each partner or member if they are partnerships or limited liability companies, of the owner if they are individual proprietorships and of the officers if the companies are corporations.
-

Electrical Contractor Renewal

- A renewal postcard will be mailed out approximately 45 days prior to the expiration of your credential.
 - Electrical contractors shall provide the following information to renew:
 - Social security number;
 - Worker's compensation number;
 - Unemployment insurance account number;
 - State tax identification number;
 - Federal tax identification number;
 - The name and address of each partner or member if they are partnerships or limited liability companies, of the owner if they are individual proprietorships and of the officers if the companies are corporations.
-

Electrical Contractor Restricted

- Issued to the BUSINESS
 - Good for 4 years
 - Proof of holding or have held a Wisconsin license or certification to do electrical construction work issued by one or more municipalities.
 - Something from the municipality showing the date the municipal ordinance changed to require certification.
 - When an electrician certification is required and what category of certification is needed are determined by individual municipalities.
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Electrical Contractor Restricted Renewal

- A renewal postcard will be mailed out approximately 45 days prior to the expiration of your credential.
 - You will have the option of mailing in a check or using our online renewal system with check, credit card or check card.
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Manufactured Home Installer

- Issued to an INDIVIDUAL
 - Good for 4 years
 - Must be at least 18 years of age,
 - Must not be found responsible in any judicial or administrative forum of any violation of s. 101.96, Stats., during the 2 years before the date on which the person's license application is submitted,
 - Must not be found responsible in any judicial or administrative forum during the 2 years before the date on which the person's license application is submitted for any failure to perform an installation of a manufactured home as required under contract or for defrauding any person with regard to the provision of installation services,
 - Responsible for compliance with the installation requirements of chs. Comm 21 and 27
-

Manufactured Home Installer

- You must attach one of the following:
 - Evidence that the person holds a manufactured home installer license issued by the Federal Department of Housing and Urban Development.
 - Evidence that the person holds a manufactured home installer license issued by a state administrative agency (SAA) that has an installer licensing program that is equivalent to the rules under this section along with a petition for variance form to demonstrate equivalency.
 - Evidence that the person has completed at least 12 hours in an approved course or courses in the installation of manufactured homes within one year prior to the date of application.
-

Manufactured Home Installer Renewal

- A renewal postcard will be mailed out approximately 45 days prior to the expiration of your credential.
 - You will have the option of mailing in a check or using our online renewal system with check, credit card or check card.
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HVAC Contractor

- Issued to the BUSINESS
 - Good for 4 years
 - No person, entity or business may engage or offer to engage in the following activities without holding the HVAC Contractor Registration:
 - 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.
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HVAC Contractor Renewal

- A renewal postcard will be mailed out approximately 45 days prior to the expiration of your credential.
 - You will have the option of mailing in a check or using our online renewal system with check, credit card or check card.
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Elevator Contractor

- Issued to the BUSINESS
 - Good for 2 years
 - Certificate of Insurance is required when applying.
 - Proof complying with the worker's compensation requirements under ch. 102, Stats is required when applying.
 - Responsible for the contractor's work on conveyances with respect to compliance to ch. Comm 18.
 - Shall utilize the appropriately licensed or registered individuals to construct, install, alter, service, replace or maintain conveyances.
 - A licensed elevator contractor shall maintain their liability insurance as specified under s. 101.985 (1), Stats.
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Elevator Contractor Renewal

- A renewal postcard will be mailed out approximately 45 days prior to the expiration of your credential.
 - Renewal is contingent upon the department's review of the applicant's criminal history record from the department of justice.
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Credential Status

- You can view the credential status of all of your subcontractors and other contractors on our website.

http://apps.commerce.state.wi.us/SB_Credential/SB_CredentialApp

Questions

- Contact the Credentialing Unit
 - 608-261-8467
 - madisoncred@commerce.state.wi.us
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