



HOME IMPROVEMENT SALESPERSON INFORMATION

OFFICE OF THE CITY
CLERK LICENSE DIVISION
200 E. WELLS ST. ROOM 105,
MILWAUKEE, WI 53202
(414) 286-2238 EMAIL:
LICENSE@MILWAUKEE.GOV

LICENSE PERIOD:

Licenses issued in odd-numbered years are valid from March 1 until February 28 of the next odd-numbered year. Licenses issued in even-numbered years are valid from March 1 until February 28 of the next even-numbered year.

DEFINITION:

Any person who solicits or sells any place within the city, other than at the licensed business location, must be licensed as a salesperson. Exemptions: Individuals, corporations which include only one person, or limited liability companies having only one member, which have been issued a home improvement contractor license, or licensed master plumbers licensed under the statutes of the state of Wisconsin, or licensed electrical contractors licensed under the code need not have a salesperson's certificate.

CONTRACTOR LICENSE FIRST REQUIRED:

Your salesperson license cannot be issued if your employing company does not first have a valid home improvement contractor license.

APPLICATION:

File application with City Clerk License Division.

Incomplete applications, applications submitted without the required fee, photographs and notarized signatures will be returned

LICENSE FEE:

\$75, must be submitted with application. Checks made payable to the City of Milwaukee. Credit cards are also accepted online and in-person; cash is accepted from applicants filing in person only. When you provide a check as payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account, or to process the payment as a check transaction.

PHOTOGRAPHS:

Two recent full-faced passport sized photos must be submitted with the application. Polaroid photos are not acceptable.

SIGNATURES:

Full legal name and notarized signature of applicant is required. (All commissioned notaries public, including attorneys, must impress their notary seal on the notarial certificates they issue. Applications submitted without the required seal will be returned).

Additionally, all salesperson's applications must be signed by an officer or agent of the corporation licensed as a home improvement contractor, a member of the licensed limited liability company, a partner of the licensed partnership, or the individual contractor before the application may be processed.

FINGERPRINTING:

All new applicants whose fingerprints are not on file with the Milwaukee police department must report between the hours of 8:00 AM and 6:00 PM (Monday thru Friday, excluding holidays) to the Police Administration Building, 951 N. James Lovell Street (7th St), Room 305 to be fingerprinted. If you have previously been fingerprinted by the Milwaukee Police Department, call (414) 935-7281 to determine whether your fingerprints are still on file. *Renewal applicants do not need to be re-fingerprinted by the police department.*

RETURN OF LICENSE:

If employment is terminated with the home improvement contractor company for which the salesperson license has been issued, the license must be surrendered to the License Division within 10 days of termination of employment.

REFUND OF LICENSE FEE:

If an application is withdrawn or denied, you are eligible for a refund in the amount of \$50, provided the refund is requested no later than one year from the date of withdrawal or denial of the application. If a license is not issued, the refund must be requested no later than one year from the date of application, unless the license has been granted, in which case no later than one year from the date of granting of the license.



HOME IMPROVEMENT SALESPERSON LICENSE APPLICATION

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200 E. WELLS ST. ROOM 105, MILWAUKEE, WI 53202
(414) 286-2238 E-MAIL ADDRESS: LICENSE@MILWAUKEE.GOV

Full Name (Last, First & Middle Initial)	
Home Address (include City, State, Zip Code):	
Home Phone Number: () -	Date of Birth:
Business Name:	Business Phone Number:() -
Business Address (include City, State, Zip Code):	
Full Name of corporation or limited liability company:	
<p>Have you ever been convicted of violating any federal or state laws, or local ordinances? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list date, charge and penalty:</p>	
<p>The undersigned agrees to inform the City Clerk within ten days of any substantial changes in the information supplied in this application. The undersigned shall not willfully refuse to provide the services offered under this license, or add charges or require deposits not required of the general public because of race, color, sex, religion, national origin or ancestry, age, handicap, lawful source of income, marital status, sexual orientation, gender identity or expression, familial status or the fact that a person is now or has been a member of the military service, whether dressed in uniform or not; and not seek such information as a condition of employment, or penalize any employee or discriminate in the selection of personnel for training or promotion on the basis of such information.</p> <p>I have knowledge of the City Ordinances currently regulating the license applied for herein, and being duly sworn under oath, depose and say that I am the person named above and that all statements made in the foregoing application are true and correct.</p> <p>SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ day of _____, 20____ _____ (Signature of Applicant)</p> <p>_____ Notary Public, State of Wisconsin</p> <p>My commission expires _____ (Notary Seal must be affixed)</p>	
<p>Appointment of Salesperson by Contractor Licensee:</p> <p>I, _____, the Home Improvement Contractor Licensee for (Print Name)</p> <p>_____, hereby appoint the above named individual to act as (Name of Business)</p> <p>a salesperson for said business. _____</p> <p style="text-align: right;">(Signature of Individual Contractor Licensee, Partner, Agent or Officer of the Corporation, or any member of an LLC)</p>	

Office Use Only:
 Initials: _____ Filed: _____ License #: _____ Issued: _____