



# Contractor Registration Application

Completed application packets may be mailed to or dropped off at:

**City of Superior Building Inspection Division**  
**1316 N. 14th St. Suite 230**  
**Superior, WI 54880**

Digital document submissions may be emailed to: [buildingsafety@ci.superior.wi.us](mailto:buildingsafety@ci.superior.wi.us)  
 Please send questions or concerns to the email address above, or call 715-395-7288

2019 Registration valid from  
 date of Issuance through  
 December 31st 2019

Application Date:			
Company Name:		Date of Birth: (Required)	
Owner / Principal Partner: (Full Name Required)		Date of Birth: (Required)	
Applicant Name & Title: <i>If different than owner/principle partner listed above:</i>			
Mailing Address: <i>Address: City: State: Zip Code:</i>			
Phone Number:		Cell Number:	
Email Address:		Website:	

Has any corporate officer/partner/individual been convicted of any crime, misdemeanor, or violation of any municipal ordinance other than a traffic violation? (Circle One) **Yes No**

If Yes, state circumstances: \_\_\_\_\_

City of Superior Registration Types	State of WI Credential #'s and Expiration Dates (REQUIRED)			
<b>General Contractor Trade Registration</b>	<b>Fee for one or more: \$100.00 (\$50.00 if received before December 31st. 2018)</b>			
<input type="checkbox"/> Building Contractor 1 & 2 Family	DC#:	Exp. Date:	DCQ#:	Exp. Date:
Lead Renovator	Cert #:	Exp. Date:	n/a	
<input type="checkbox"/> Commercial Building Only	n/a			
<input type="checkbox"/> Building Sub-Contractor Only	n/a			
<input type="checkbox"/> Elevator Contractor	Cert #:	Exp. Date:	n/a	
<input type="checkbox"/> Automatic Fire Sprinkler Contractor	Cert #:	Exp. Date:	n/a	
<input type="checkbox"/> Manufactured Home Installer	Cert #:	Exp. Date:	n/a	
<input type="checkbox"/> Other				

Heating Contractor Trade Registration	Fee: \$100.00 (\$50.00 if received before December 31st. 2018)			
<input type="checkbox"/> HVAC Contractor w/o Qualifier	HC#:	Exp. Date:	n/a	
<input type="checkbox"/> HVAC Contractor With Qualifier	HC#:	Exp. Date:	HCQ#:	Exp. Date:

Plumbing Contractor Trade Registration	Fee: \$100.00 (\$50.00 if received before December 31st. 2018)			
<input type="checkbox"/> Master Plumber Registration	MP#:	Exp. Date:	n/a	

Electrical Contractor Trade Registration	Fee: \$100.00 (\$50.00 if received before December 31st. 2018)			
<input type="checkbox"/> Electrical Contractor	EC#:	Exp. Date:	ME#:	Exp. Date:

Excavation Contractor Trade Registration	Fee: \$100.00 (\$50.00 if received before December 31st. 2018)			
<input type="checkbox"/> Excavator Registration	n/a			

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Total Fees Collected: \$ \_\_\_\_\_ Receipt #: \_\_\_\_\_ Received By: \_\_\_\_\_ (BI Staff Initials)

*For office use:*

- Completed application received
- Insurance received
- Waiver (if needed)
- Bond(s) received (\$25,000)
- Registration complete, certificate mailed/office by \_\_\_\_\_ (BI Staff Initials) Date \_\_\_\_\_

Registration Number: \_\_\_\_\_

CK # \_\_\_\_\_

## Contractor Registration Application

### Definitions: Superior Code of Ord. Sec.34-56

“Contractor” means any person or company engaged in any type of construction or remodeling work for consideration, including but not limited to, construction or remodeling of accessory buildings, and/or appurtenances thereto, or any sidewalks, driveways, or other approaches to such a building, roofing, walls, siding, windows, doors, chimneys, water softeners, humidifiers, purifiers, concrete work, landscaping, excavating, painting and similar services.

### Summary Notes:

1. Building contractors who work on 1 or 2 family dwellings (residential) must provide their State of Wisconsin Dwelling Contractor Certification and Dwelling Contractor Qualifier numbers upon this application. These numbers are also required on all permit applications.
2. All electrical contractors wishing to perform electrical work in the City of Superior are required to hold the WI Master Electrician’s License and the WI Electrical Contractors License.
3. As of January 1, 2015, all HVAC contractors wishing to perform gas piping in the City of Superior will be required to hold the WI HVAC Qualifier.

### For information on State Credentialing:

<http://dsps.wi.gov/licenses-permits/credentialing/trades-professions> or 608-266-211

### Bond and Insurance Requirements:

1. \$25,000 Surety Bond Certificate\* (expiration date December 31, 2019 or continuous until canceled)
2. Certificate of Insurance\* (\$1,000,000 aggregate per occurrence)
3. Proof of Workman’s Comp. or signed waiver

\* Building contractors holding the Dwelling Contractor Certification or Dwelling Contractor Restricted must provide insurance or bond in accordance with SPS 305.02. (\$25,000 Surety Bond OR Certificate of Insurance \$250,000 aggregate per occurrence.)

### Construction Activities List:

Contractors performing the following construction activities listed herein are required to obtain a City Contractor Registration. Other activities not listed herein, may also require a City Contractor’s Registration. Please check with City’s Building Safety Inspection Office for verification or questions.

Acoustical ceiling installation	Hot-tub installation
Alarm (fire or security) installation	Insulation installation
Asbestos abatement	Landscaping
Bricklaying	Loading dock construction
Building construction, raising or moving	Low voltage wiring
Cabinet installation or built on site	Mold remediation
Chimney cleaning	Mud-jacking
Commercial cooking ventilation equipment installation	Overhead door installation
Communication system installations	Painting
Concrete cutting, boring or pumping	Plastering
Demolition or razing	Roofing
Deck construction	Sewer construction or repair
Door installation	Sewer cleaning (Roto-rooter)
Drywall installation	Stair construction
Excavation	Tree Trimming
Fireplace installation	Video Surveillance system installation
Flooring installations finishing (wood, tile, carpet, etc.)	Waterproofing (basement)
Foundation placement	Water softener installation
Flue liner installation	Water treatment system installations
Garage construction	Window installation

### Exceptions for Certain Contractors:

1. City contractor registration may not be required for contractors working exclusively on any of the following: City or state roads, highways, sidewalks or related projects; city water, sewer, gas, electric and communication infrastructure projects; construction and/or installation of components of state owned buildings; construction, maintenance or repair of railroad owned transportation equipment, tracks, and/or related to the supporting of equipment and tracks; construction, repair and maintenance of commercial ships and related services.d)
2. Construction or work performed on state owned university buildings, property and/or equipment.