

# Wisconsin Department of Safety and Professional Services

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LicensE Portal: [License.wi.gov](https://license.wi.gov)  
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Website: <http://dsps.wi.gov>

## DIVISION OF PROFESSIONAL CREDENTIALING PROCESSING

### DWELLING CONTRACTOR QUALIFIER APPLICATION INFORMATION

#### **Requirements for Credential**

Per [Wis. Admin. Code § SPS 305.31](#), no person may obtain a building permit for a one- and two-family dwelling unless the person complies with all of the following, except as provided under [Wis. Stat. §§ 101.654\(1\)\(b\) and \(c\)\(2\)](#):

- Holds a Dwelling Contractor certification or a Dwelling Contractor Restricted certification issued by the Department;
- Holds or engages, as an employee, a person who holds a certification issued by the Department as a Dwelling Contractor Qualifier.

#### **AN APPLICATION IS NOT COMPLETE UNTIL ALL OF THE FOLLOWING DOCUMENTS HAVE BEEN RECEIVED:**

1. **Application and Fees**: Apply and pay fees online in LicensE, <https://license.wi.gov>. Fees will be calculated in LicensE. If needed, you can save your application and complete and submit it later. **NOTE**: If DSPS requests additional documents they must be uploaded within three (3) months from the date they were requested. Failure to do so may result in having to submit a new application and pay fees.
2. **Initial Qualifier Course**: A person applying for a Dwelling Contractor Qualifier certification shall have completed at least 12 hours in an approved initial qualifier course in dwelling construction within **one year** prior to the date of application.  
**Upload** verification of completion of an approved initial qualifier course in dwelling construction. For a list of approved courses, please view the Department website at <http://dsps.wi.gov> under “Professions” and select this profession.