



**Public Warehouse Keeper License Application**  
For License Year ending June 30, \_\_\_\_\_

ORIGINAL	RENEWAL
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Mail check and application to: DATCP  
Wisconsin Dept. of Agriculture, Trade and Consumer Protection  
P O Box 93598  
Milwaukee, WI 53293-0598 (608) 224-4933

For Office Use Only

Approved by \_\_\_\_\_  
Date \_\_\_\_\_  
License # \_\_\_\_\_  
Date Issued \_\_\_\_\_  
Wis. Stat. § 99.02

Check <input type="checkbox"/> Individual <input type="checkbox"/> Corporation <input type="checkbox"/> LLC <input type="checkbox"/> LLP <input type="checkbox"/> One: <input type="checkbox"/> Partnership <input type="checkbox"/> Cooperative <input type="checkbox"/> Other _____				State of formation: _____	
Legal Name of Public Warehouse Keeper (Individual, Partnership, Corporate or other):					
Trade Name (If different from legal name):				Phone: ( ) _____ - _____	
Mailing Address:				Fax: ( ) _____ - _____	
City:		State:	Zip:		County:
Contact Name ( <u>Type or print</u> ):			Contact Email:		

**LIST ALL** Corporation or Cooperative Officers, Partners, Trustees, Managers or Members. (If additional space is needed, please attach a list)

TITLE	NAME	CONTACT INFORMATION (Email or phone)

PRIMARY STORAGE LOCATION				(Additional Storage Locations on Back)				
Street	City	Zip Code	Inside Storage (Y or N)	Outside Storage (Y or No)	Sq. Ft. of Space	Type of Building	Type of Roof	Kind of Goods Stored (Codes on Information Sheet)
								(Circle applicable code) AA BB CC DD EE FF HH ZZ
1. License Fee (See fee schedule on information sheet)								\$
2. Late fee of 20% of license fee if post marked after June 30 <sup>th</sup> . (Applies to renewals only.)								
3. Surcharge of \$100.00 if operating without a license within 1 year of application. (New applicants only.) The requirement of paying the surcharge is determined by the department								\$
<b>Total License Fees: (add lines 1 THROUGH 3)</b>								<b>\$</b>

**\*\*\* If any lines in the following section are left blank, this application is invalid. \*\*\***

The undersigned hereby certifies that this is a true, complete and accurate application for a Public Warehouse Keeper License under Wis. Stat. § 99.02. The undersigned also certifies that the appropriate security requirement is enclosed \_\_\_ or the appropriate security requirement is on file with the department \_\_\_\_ (check one)

Signature:	Date:
Type or Print (First Name and Last Name):	Position/Title:

## ADDITIONAL PUBLIC WAREHOUSE LOCATION INFORMATION

Street, City, Zip Code and County	Inside Storage ( Y or N)	Outside Storage (Y or No)	Sq. Ft. of Space	Type of Building	Type of Roof	Kind of Goods Stored (Codes on Information Sheet)
1.						AA BB CC DD EE FF HH ZZ
2.						AA BB CC DD EE FF HH ZZ
3.						AA BB CC DD EE FF HH ZZ
4.						AA BB CC DD EE FF HH ZZ
5.						AA BB CC DD EE FF HH ZZ
6.						AA BB CC DD EE FF HH ZZ
7.						AA BB CC DD EE FF HH ZZ
8.						AA BB CC DD EE FF HH ZZ
9.						AA BB CC DD EE FF HH ZZ
10.						AA BB CC DD EE FF HH ZZ
11.						AA BB CC DD EE FF HH ZZ
12.						AA BB CC DD EE FF HH ZZ
13.						AA BB CC DD EE FF HH ZZ
14.						AA BB CC DD EE FF HH ZZ
15.						AA BB CC DD EE FF HH ZZ
16.						AA BB CC DD EE FF HH ZZ
17.						AA BB CC DD EE FF HH ZZ
18.						AA BB CC DD EE FF HH ZZ
19.						AA BB CC DD EE FF HH ZZ
20.						AA BB CC DD EE FF HH ZZ



## Public Warehouse Keeper Instructions

**CODES:** Explanation of categories to be circled for each kind of goods stored at each location.

Code	Description	Code	Description
AA	Commercial Goods (Non-Food)	EE	Cold storage – Food
BB	Household Goods & Misc. Personal Property	FF	Liquid Storage - Non-food
CC	Furs & Garments (Wearing Apparel)	HH	Cold Storage - Non-food
DD	Boats, Trailers, Autos, RV's	ZZ	Dry Storage – Food

### LICENSE FEE AND SECURITY SCHEDULE

CLASS	SQUARE FOOTAGE	FEE	MINIMUM SECURITY REQUIRED
I	LESS THAN - 9,999	\$ 90.00	\$10,000.00
II	10,000 - 49,999	185.00	20,000.00
III	50,000 - 99,999	300.00	30,000.00
IV	100,000 - 149,999	400.00	40,000.00
V	150,000 - OVER	500.00	50,000.00

- The application form must be **signed by an authorized officer of the company**, listed on the application.
- **Late Fee Charge (Renewal applicants only):** A public warehouse keeper who applies to renew an annual license after that license has expired, shall pay, in addition to the annual fee, a surcharge of 20% of that license fee. (Example: If a Class I license applicant applies after June 30<sup>th</sup>, the amount due is \$108.00. [\$90.00 license fee plus (\$90.00 x 20% late fee) = \$108.00]. [Wis. Admin. Code § ATCP 97.04(4)(b)]
- **Surcharge Fee:** An applicant for a public warehouse license shall pay a license fee surcharge of \$100.00 if the department determines that, within one year before submitting the license application, the applicant operated the public warehouse without a license. [Wis. Stat. § 99.02(3)(e)]
- In compliance with Wis. Stat. § 15.04(1)(m), the following notice is provided: This form is authorized by Wis. Stat. § 99.02(1) for the purpose of applying for a warehouse keeper's license. Personally identifiable information provided on this form is subject to Wisconsin's Public Records Law, Wis. Stat. §§ 19.31 to 19.37, and may be used for purposes other than for which it was originally collected. DATCP will keep personally identifiable information provided on this form confidential to the extent permitted by law.

**For any questions or concerns, please contact**  
**Bureau of Business Trade Practices:**  
 (608) 224-4933 or (608) 224-4925 or  
[DATCPTCPSPublicWarehouseKeeper@wisconsin.gov](mailto:DATCPTCPSPublicWarehouseKeeper@wisconsin.gov)