

	<b>Public Warehouse Keeper License Application</b>		For Office Use Only	
	For License Year ending June 30, _____		Approved by _____	
	ORIGINAL	RENEWAL	Date _____	
	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		License # _____ Date Issued _____ Wis. Stat. ch. 99.02	

Personal information you provide may be used for purposes other than that for which it was originally collected. [Wis. Stat. § 15.04(1)(m)]

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

First

Last

**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

\$

**Total License Fees:** (add lines 1 THROUGH 3)

\$

**\*\*\* 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
21.						AA BB CC DD EE FF HH ZZ
22.						AA BB CC DD EE FF HH ZZ
23.						AA BB CC DD EE FF HH ZZ
24.						AA BB CC DD EE FF HH ZZ
25.						AA BB CC DD EE FF HH ZZ
26.						AA BB CC DD EE FF HH ZZ
27.						AA BB CC DD EE FF HH ZZ
28.						AA BB CC DD EE FF HH ZZ
29.						AA BB CC DD EE FF HH ZZ
30.						AA BB CC DD EE FF HH ZZ
31.						AA BB CC DD EE FF HH ZZ
32.						AA BB CC DD EE FF HH ZZ
33.						AA BB CC DD EE FF HH ZZ
34.						AA BB CC DD EE FF HH ZZ
35.						AA BB CC DD EE FF HH ZZ
36.						AA BB CC DD EE FF HH ZZ
37.						AA BB CC DD EE FF HH ZZ
38.						AA BB CC DD EE FF HH ZZ
39.						AA BB CC DD EE FF HH ZZ



# Public Warehouse Keeper Information Sheet

**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

1. The application form must be **signed by an authorized officer of the company**, listed on the application.
2. **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. (Ex.: \$90.00 x 20% = \$18.00) (\$90.00 + \$18.00 = \$108.00 to be submitted as payment). **Must be postmark by June 30<sup>th</sup> or the late fee is due.** [Wis. Admin. Code § ATPCP 97.04(4)(b)]
3. **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)]
4. **Renewal Applicants – Please make any changes on application form in Red Ink.**
5. **If you are no longer operating as a public warehouse keeper, please notify this department in writing – send to: DATCP, PO Box 8911, Madison, WI 53708-8911.**

**For any questions or concerns, please contact Bureau of Business Trade Practices; Wes Starkey (608) 224-4933 or Kevin LeRoy (608) 224-4925 or DATCPTCPPublicWarehouseKeeper@wisconsin.gov**

# Public Warehouse Keeper Security Guidelines

All public warehouse keepers are required to file security with the department as specified in Wis. Stat. § 99.03 and Wis. Admin. Code § ATCP 97.08. The security must be acceptable to the department and shall secure the warehouse keeper's faithful performance of the obligations of a warehouse keeper. The security shall be continuing and subject to cancellation or non-renewal only upon at least 30 days (except as specified below) written notice to the department served in person or by certified mail.

If the department determines that security is insufficient, lapses, or is canceled without approval of the department, the warehouse keeper shall correct the default within 30 days after written notice from the department, and if the defect is not corrected within that 30 day period, the license may be summarily suspended by the department, without notice or a hearing. See Wis. Admin. Code § ATCP 97.06 (2) for details.

Security must take one of the following forms [Wis. Stat. § 99.03 (1) and Wis. Admin. Code § ATCP 97.08 (2)]:

1. A Commercial Surety Bond that is made payable to the department, endorsed by a surety company licensed to do business in the state of Wisconsin, and is in a form approved by the department.
2. A Warehouse Keeper's Liability Insurance Policy that is payable to the department for the benefit of owners of stored property or their assignees, is in a form approved by the department, and containing all of the terms and conditions required by the department.
3. A Personal Bond or other 3rd-Party Guarantee supported by one of the following forms of security held by the department
  - a. Cash
  - b. Certificate of deposit
  - c. Bonds
  - d. An irrevocable bank letter of credit issued by a financial institution in this state on their letterhead for a term of at least one year, payable to the department for the benefit of owners of stored property or their assignees, and continuing, and subject to a non-renewal by the issuing bank only upon 90 days prior written notice to the department, served in person or by certified mail.
4. Insurance for a public warehouse keeper engaged in the storage of wearing apparel only - A warehouse keeper engaged in this line of business may file as security, instead of one of the above forms of security, a certified copy of an insurance policy protecting the owners of that wearing apparel against loss or damage by fire, wind, water, or theft, without restriction. In addition to the usual policy provisions, the policy shall name the department as an additional insured party for the benefit of owners of the stored property and shall be in a form that is acceptable to the department