



Wisconsin Department of Agriculture, Trade and Consumer Protection
 Division of Trade and Consumer Protection
 Bureau of Business Trade Practices
 Phone: (608) 224-4933 or (608) 224-4925
 Email: DATCPTCPublicWarehouseKeeper@wisconsin.gov

OFFICE USE ONLY	
Approved By:	Date:
License #:	Date Issued:

Public Warehouse Keeper License Application

Notice required by Wis. Stat. § 15.04(1)(m): This form is authorized by Wis. Stat. § 99.02(1) and Wis. Admin. Code ATCP § 97.04(3). Under those laws, a person desiring a public warehouse keeper's license must apply on this form. Penalties for operating a public warehouse without the required license are listed in Wis. Stat. § 99.07. Excluding certain exceptions, a person may not operate a warehouse for the storage of property as bailee for hire without a public warehouse keeper's license. Wis. Stat. § 99.02(1)-(2) and Wis. Admin. Code ATCP § 97.04(1)-(2). This form is subject to Wisconsin's Public Records Law, Wis. Stat. §§ 19.31 to 19.37. Therefore, personally identifiable information provided in this form might 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 LICENSE YEAR ENDING JUNE 30, _____

Wis. Stat. § 99.02

CHECK ONE: <input type="checkbox"/> New Application <input type="checkbox"/> Renewal			
CHECK ONE: <input type="checkbox"/> Partnership <input type="checkbox"/> Cooperative <input type="checkbox"/> LLP <input type="checkbox"/> Individual <input type="checkbox"/> Corporation <input type="checkbox"/> LLC <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):	COUNTY:
CONTACT NAME:		EMAIL:	
ADDRESS:		CITY:	STATE: ZIP CODE:
MOBILE PHONE: () -	FAX NUMBER: () -	PRIMARY PHONE: () -	WORK PHONE: () -

LIST ALL CORPORATION OR COOPERATIVE OFFICERS, PARTNERS, TRUSTEES, MANAGERS OR MEMBERS
 (If additional space is needed, please attach a list)

TITLE	NAME	EMAIL	PHONE
			() -
			() -
			() -

PRIMARY STORAGE LOCATION (Additional storage locations on page 2)

ADDRESS:	CITY:	ZIP CODE:	SQ. FT. OF SPACE:	TYPE OF BUILDING:	TYPE OF ROOF:
Inside storage? <input type="checkbox"/> Yes <input type="checkbox"/> No	Outside storage? <input type="checkbox"/> Yes <input type="checkbox"/> No	CIRCLE APPLICABLE CODE: Kind of Goods Stored (codes on information sheet): AA BB CC DD EE FF HH ZZ			

FEES

1. License Fee (see fee schedule on information sheet)	\$
2. Late fee of 20% of license fee if post marked after June 30 th . (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):	\$

Public Warehouse Keeper License Instructions

CODES: Explanation of categories to be circled for each kind of goods stored at each location.	
CODE	DESCRIPTION
AA	Commercial Goods (Non-Food)
BB	Household Goods & Misc. Personal Property
CC	Furs & Garments (Wearing Apparel)
DD	Boats, Trailers, Autos, RV's
EE	Cold storage – Food
FF	Liquid Storage - Non-food
HH	Cold Storage - Non-food
ZZ	Dry Storage – Food

LICENSE FEE AND SECURITY SCHEDULE			
CLASS	SQUARE FOOTAGE	FEE	MINIMUM SECURITY REQUIRED
I	LESS THAN - 9,999	\$90	\$10,000
II	10,000 - 49,999	\$185	\$20,000
III	50,000 - 99,999	\$300	\$30,000
IV	100,000 - 149,999	\$400	\$40,000
V	150,000 - OVER	\$500	\$50,000

- 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 30th, 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)*]