



It has come to the attention of this office your Contractor information is not complete and must be updated and entered into the City of Greenfield Inspection Services database.

**Please provide this office with the following Contractor Information.**

- Business Name \_\_\_\_\_
- Type of Business \_\_\_\_\_
- Business Mailing Address \_\_\_\_\_
- Name of Business Owner(s) \_\_\_\_\_
- Contact phone number(s) \_\_\_\_\_
- Business email \_\_\_\_\_
- Preferred method of contact \_\_\_\_\_
  
- Scanned copy of DSPS credential cards. (any that are applicable)\*
  - Dwelling Contractor Card
  - Dwelling Qualifier Credential Card
  - Electrical Contractor DSPS Credential Card
  - Master Electrician DSPS Credential Card
  - HVAC Contractor Card
  - HVAC Qualifier Card
  - Master Plumber DSPS Credential Card
  - Master Plumber Restricted-Appliance Card
  - Master Plumber Restricted-Service Card
  - Utility Contractor Card
  
- Scanned copy of DNR credential cards (any that are applicable).
  - Pump Installer Business Registration Card
  - Pump Installer License Card

*\*A person who holds a license, certification or registration under this chapter shall upon request of the department or its representative present the license, certification or registration for identification, [SPS 305.11](#).*

*\*\*A fee of \$15.00 shall be charged to replace a lost or destroyed license, certification or registration, [SPS 305.02\(5\)](#).*

*\*\*\*Contact DSPS Credentialing Unit at (608) 266-2112, or at [DspsSbCredentialing@wi.gov](mailto:DspsSbCredentialing@wi.gov), to obtain replacement cards.*

PLEASE NOTE THAT FAILURE TO PROVIDE THIS OFFICE WITH ANY OF THE ABOVE REQUESTED ITEMS MAY DELY OR PREVENT THE CREATION OF YOUR CONTRACTOR ACCOUNT OR MAY PREVENT YOUR ABILITY TO PULL PERMITS WITH THE CITY OF GREENFIELD.