

City of Waukesha, Wisconsin

Ordinance No. 2023 – 14

**An Ordinance Amending Sections 20.03 and 20.04 of the Waukesha Municipal Code,
Regarding Heating Contractor License Fees**

The Common Council of the City of Waukesha do ordain as follows:

Section 1. Subsection (3) of Municipal Code section 20.03 is amended as follows:

- (3) **Heating Contractor License Application.** A current City of Waukesha Heating Contractor License may be granted to any person who possessed a City of Waukesha Heating Contractor License prior to August 29, 2020 and does not possess a Wisconsin HVAC Qualifier Credential. Contractors who possess a valid Wisconsin HVAC Qualifier Credential are not required to maintain, hold or obtain a City of Waukesha Heating Contractor License. A Heating Contractor license will be issued to applicants upon receipt of all of the following:
- (a) A completed application form provided by the Office of Community Development.
 - (b) Proof that the applicant holds a valid state of Wisconsin HVAC Contractor registration.
 - (c) A fee of \$60 made payable to the City of Waukesha.
 - (d) One of the following:
 - (1) An indemnity bond of \$5,000 with such sureties as approved by the City Attorney.
 - (2) An affidavit confirming that the applicant is protected by sufficient liability insurance.
 - (e) Proof that the applicant held a valid City of Waukesha Heating Contractor License prior to August 29, 2020.

Section 2. Subsection (4) of Municipal Code section 20.03 is amended as follows:

- (4) **License Renewal.** Every Heating Contractor License shall expire on December 31 of each year and may be renewed upon payment of \$60 to the City of

Waukesha. A renewal notice shall be sent by the Department of Community Development at least 30 days prior to the renewal date. Persons failing to renew their license by the last day of February after the renewal date shall pay \$75 to reinstate their license. Unless they possessed a license authorized by this section on April 23, 1994, persons failing to renew their license by the last day of June after the renewal date are no longer eligible for a Heating Contractor License and must obtain a Wisconsin HVAC Qualifier Credential.

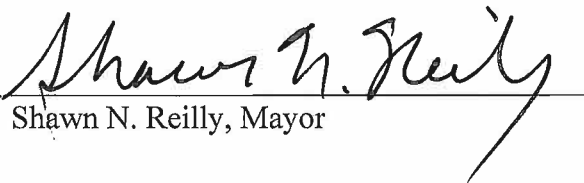
Section 3. Subsection (2) of Municipal Code section 20.04 is amended as follows:

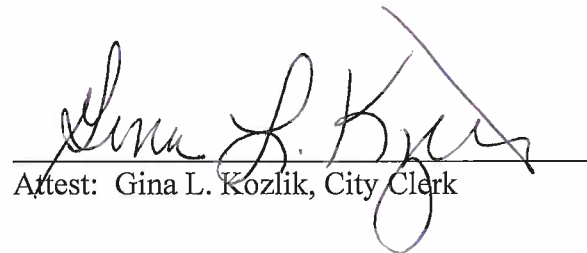
- (2) **Fees.** The fees shall be as established and amended from time to time by the Department of Community Development and are hereby incorporated by reference. A printed list of current fees established pursuant to this section shall be kept on file at the Department of Community Development and made available to the public upon request.

Section 4. All ordinances, or portions of ordinances, inconsistent with this ordinance are hereby repealed.

Section 5. This Ordinance shall be effective the day after its publication.

Passed the 17th day of October, 2023.


Shawn N. Reilly, Mayor


Attest: Gina L. Kozlik, City Clerk