



**City  
of  
Milwaukee**

## **Certificate of Insurance and Plumber's Performance Bond**

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**Certificates of Insurance and Plumber's Performance Bonds must be submitted at the same time.**

The certificate of insurance should provide no less than \$50,000 for each person injured or the property of any person damaged for each occurrence during the calendar year.

Every certificate must be made out in the name of the licensed **Master Plumber**. "Doing Business As" and the name of the company *may be* added. Every certificate of insurance and bond filed with the City of Milwaukee must have affixed thereto an affidavit by the attorney-in-fact of the company issuing such certificate or bond that no city officer, agent or employee has any interest nor receives any commission or premium therefrom.

The signature of the agent representing the insurance company must appear on the face of the certificate of insurance and the affidavit of no interest. A hand stamp is **not** acceptable.

Starting 2005, The Plumbing Inspection Section will no longer accept any other insurance form. If your insurance form was accepted on an accord form, a new form has to be submitted for 2005. If your insurance expires any time during the year, a new insurance form must be submitted in January. This form is DNS-114 tnw 11/2/98. Chapter 225-2(2) The bonds of the performance bond and certificate of insurance shall be in the form designated by the commissioner in accordance with the specifications set forth in pars. b and c, and be approved by the commissioner as to the sufficiency of sureties and by the city attorney as to form and execution.

The date notarized must match the date of the insurance policy and performance bond.

There will be a waiting period of **THREE (3)** business days (for processing) before you can apply for a permit when the insurance and bond forms are submitted.

Make sure that the bond form is signed by both the **MASTER PLUMBER** and a witness for the plumber before submitting for processing. Often these signatures are missing.

Sec. 200-33-42.5 Plumber or Plumbing Business Registration. The fee for registration of a master plumber or plumbing business pursuant to s.225-2 shall be \$50. This fee shall be paid at the time the applicant files the required performance and indemnity bonds. (The check should be made payable to “City of Milwaukee”.) The insurance and bond forms along with the check should be mailed to:City of Milwaukee, D.N.S.-Plumbing Section, 841 N. Broadway 10<sup>th</sup> floor, Milwaukee, WI 53202.

Fax copies are NOT acceptable. Only original copies with original signatures will be honored.

Credential number (Master Plumber’s number) should be entered on the top of the bond form and the date of expiration also entered.

If any of the above rules are not followed, you cannot pull a permit. Work done without permits will be a quad fee permit.

It is the responsibility of the master plumber to make sure that his/her insurance and bond is up to date and correct. If your insurance and/or bond is returned to you for correction; it is considered not filed and therefore, you cannot pull a permit until the insurance and/or bond is corrected.