

# Wisconsin Department of Safety and Professional Services

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## DIVISION OF PROFESSIONAL CREDENTIAL PROCESSING

### INSTRUCTIONS FOR BARBERING ESTABLISHMENT LICENSURE APPLICATION

#### **REQUIREMENTS FOR LICENSURE**

##### **Building Requirements**

We recommend that you first contact your local authorities (county, city, town, or village hall) regarding zoning, occupancy, plumbing, electrical, ventilation, or other building codes. When an establishment is located in the same building as a residence, the business and living quarters must be separate.

##### **Chair or Booth Lease**

An owner may lease a chair or booth to a licensed individual with a written lease agreement. Wis. Admin. Code requires a booth renter or lessee practicing barbering to hold both a manager and an establishment license. The lessee of a chair or booth will be responsible to ensure that the leased chair or booth operates in compliance with Wis. Stat. ch. 454 and the rules of the Board. (See related [Statutes and Administrative Code](#).)

If you are unsure if you are an employee or an independent contractor, please go to the following link for more information:  
<https://dwd.wisconsin.gov/dwd/publications/ui/ucd-17430-p.pdf>.

##### **Manager/Responsible Licensee**

The owner of an establishment may not operate the establishment unless a licensed manager has been employed full-time for the establishment. The owner of more than one establishment shall employ a sufficient number of managers to satisfy the requirement that a manager be present full-time in each establishment. The manager will be responsible for supervising and managing the daily operations of the establishment. The owner and the manager must ensure that the establishment operates in compliance with Wis. Stat. ch. 454 and the rules of the Board. (See related [Statutes and Administrative Code](#).)

#### **ALL APPLICANTS ARE REQUIRED TO SUBMIT THE FOLLOWING:**

- ☐ **Barbering Establishment Application for Licensure**: Apply online in LicensE, <http://dsps.wi.gov/>.
- ☐ **Credentialing Fee**: Pay \$60.00 credential fee online in LicensE.
- ☐ **Floor Plan**: Upload [Form 1398](#), Establishment Floor Plan Document, into your LicensE application.