



State of Wisconsin
Governor Tony Evers

Department of Agriculture, Trade and Consumer Protection
Bradley M. Pfaff, Secretary

Nursery Grower, Christmas Tree Grower, and Nursery Dealer License Applicants,

This is the license application form for the **2020** license year. Please complete the entire application and return it along with appropriate license fees. *The 2020 license period begins February 21, 2019 and continues through February 20, 2020.*

New! Apply and pay online at:
<https://mydatcp.wi.gov/>
To renew a license online,
contact us for a PIN to get
started.

If you are planning on growing and selling at least \$251 in nursery stock during the 2020 license year, you will need to obtain a **Nursery Grower License**. If you are planning on growing and selling at least \$251 in Christmas trees during the 2020 license year, you will need to obtain a **Christmas Tree Grower License**. If you are planning on purchasing and reselling at least \$251 of nursery stock during the 2020 license year, you will need to obtain a **Nursery Dealer License**. You may require, and apply for, any combination of licenses, depending on your business activities.

INSTRUCTIONS FOR COMPLETING THE LICENSE APPLICATION

SECTION 1 - BUSINESS AND CONTACT INFORMATION The *Legal Name of Applicant* is the legal name under which your company is registered with the Department of Financial Institutions, such as an LLC. If you are an individual or sole proprietor applicant, your *Legal Name of Applicant* is your full name. *Doing Business as Name or Trade Name* is the name that you or your customers informally use when referring to your business. Complete the remaining information in section one. If you have an interest in electronic correspondence with the department, enter an email address so that we may contact you in the future. Enter your mailing address in the corresponding box if it is different from the *Business Headquarters Address*.

In the two sections directly below the *Mailing Address* box, “*Check One*” and “*Check all that apply*”, check the appropriate boxes that describe your business type. If you are applying as an individual/sole proprietor/married couple, you will need to submit your Social Security information (SSN) using the form following the application. If both Applicant and spouse are filing jointly as a sole proprietor, both will need to submit Social Security information.

SECTION 2 - PLANT LOCATION INFORMATION This section is for data regarding the land, fields, holding areas, sales locations, and any other relevant place for your business. The information provided here is used by our field staff, so provide as much information as possible. If you have a name for your location, provide it in the first box. If there is an address available for the location, provide it on the line below. If not, please list the nearest road. Enter the city, zip code, county name, and township or municipality name. Also, list the number of acres for each location, the road directions to the location, and check ALL *Location Use* types that apply to that location. To list additional locations, attach a separate sheet of paper containing the requested information, or print and use the Plant Location Supplemental Form found on our website or call to request one. If you have many plant locations you may alternately submit a spreadsheet with all the required information.

SECTION 3 - SALES INFORMATION Check all boxes that apply to the type of business you operate. If you ship nursery stock to other states from Wisconsin, it is recommended that you obtain a Plant Health Certificate (PHC). Many states require this documentation to accompany plant shipments. Shipments can sometimes be detained, destroyed, or rejected without this documentation. To find out more information about state shipping requirements, see the National Plant Board website at: <http://nationalplantboard.org>. To order a PHC, enter and include the required fee on the bottom of page two of the application.

SECTION 4 - PLANT TYPE INFORMATION (*Dealers need not complete this section.*) Enter the estimated number of acres on which you grow any of the listed specific types of nursery stock products. You may enter partial acres in decimals. For example, if you have a three-acre field where you grow 2.5 acres of deciduous trees and half an acre of perennials, you would mark 2.5 next to *Deciduous Trees and Shrubs* and .5 next to *Perennials*. The following will assist you with calculating small land parcel or plot information: $\frac{3}{4}$ acre = .75, $\frac{1}{2}$ acre = .5, $\frac{1}{4}$ acre = .25, $\frac{1}{8}$ acre = .125, $\frac{1}{16}$ acre = .0625. If you would like to indicate greenhouse-grown, containerized, or potted materials, you can simply enter “.001”. If you grow Christmas trees, please check all tree types that apply under “Christmas Trees Grown”.

SECTION 5 - NURSERY SOURCE INFORMATION List only the sources of plant materials that can survive a winter in Wisconsin such as trees, shrubs, and woody and herbaceous perennials; includes seedlings bought for eventual sale as Christmas trees. When providing this information, please do not include sources that provide you only mulch, stone, gravel, landscaping materials, or any other non-plant materials. Nursery source information is strictly voluntary, and is used as a valuable program tool to “trace back” and control plant pest and disease outbreaks. Please list the business name, city, state, and phone number (or any information you have) in the nursery source information spaces.

SECTION 6 - LICENSE AND FEE CALCULATION Complete the fee table that corresponds to *each* license type for which you are applying. Each table represents a separate license with the Department. You may apply for one or any combination of the three license types.

To calculate the fee for your **Nursery Dealer License**, check the box that correlates with last year’s gross annual *purchases* of nursery stock for resale. If you have multiple sales locations, you only need *one license* and the fee is based on the ***cumulative*** purchases across all your WI locations combined. To calculate the fee for a **Nursery Grower License**, check the box that correlates with last year’s gross annual *sales* of nursery stock that you grew. To calculate the fee for a **Christmas Tree Grower License**, check the box that correlates with last year’s gross annual *sales* of Christmas trees that you grew.

It is important to note that the tables are designed to assist you in the calculation of the dollar amount due. They are *not* used to determine if you must obtain a license for the license period. For example, if your gross annual sales of nursery stock for last year did not exceed \$250 (no license needed), and you are anticipating selling more than \$250 this year, you will need to purchase a Nursery Dealer License for this year. In these types of situations, use your best-faith estimate to calculate the sales or purchases for the coming year. If you are confident that you will not sell more than \$250 of stock this year, then you do not need a license. This reasoning also applies to a Christmas Tree Grower and a Nursery Grower License.

Under Wisconsin law, you need to obtain a Nursery Grower, Nursery Dealer, and/or Christmas Tree Grower License every year based on your business.

Only use the revenue that is generated for each individual license type to calculate that specific license fee, otherwise you could be paying more than necessary. For example:

<u>Last Year:</u>	<u>Enter on the application:</u>
Purchased \$25,000 nursery stock for resale	Table 1 Nursery Dealer Fees – check box \$20,001 to \$100,000 for \$100
Grew and sold \$3,300 of your own nursery stock	Table 2 Nursery Grower Fees – check box \$251 to \$5,000 for \$40
Grew and sold \$7,000 worth of Christmas trees	Table 3 Christmas Tree Grower Fees – check box \$5,001 to \$20,000 for \$55

Below the fee tables, enter the fee amount(s) from the corresponding tables. Enter their combined total in the *License Fee Total* box. *Note the late fee does not apply to new licenses.* If requesting either a Nursery Stock Plant Health Certificate (PHC), or Christmas Tree PHC, enter \$50 in the corresponding box for the certificate fee. If you need ***BOTH*** a Nursery Stock PHC and a Christmas Tree PHC, you will need to enter \$50 in both boxes to cover both PHC’s. Total all the lines and enter it in the *Total Amount Due* box. These are your license fees that are due to DATCP. Remember to sign and date your application at the bottom of the form.

**The total amount due for your nursery license(s) should be submitted as one check payable to:
WDATCP, or Wisconsin Department of Agriculture, Trade and Consumer Protection**

**Mail the completed application and check to:
State of Wisconsin DATCP, Box 93598, Milwaukee WI 53293-0598**

To expedite your licensure:

- ✓ **NEW: Apply or renew, and pay, online at: <https://mydatcp.wi.gov/>**
- ✓ Be sure to fill out the form completely.
- ✓ Remember to sign and date the form! **Incomplete or unsigned applications will be returned.**
- ✓ Remember to include both the completed application and check in the envelope.

FOR ADDITIONAL LICENSE INFORMATION, FREQUENTLY ASKED QUESTIONS, AND COMPLETED APPLICATION EXAMPLES, SEE OUR WEBSITE AT: <https://datcp.wi.gov>, Keyword search: Nursery

Questions? If you have questions or concerns about nursery licensure, you may contact the License/Permit Program staff via email at DATCPNursery@wisconsin.gov, or call (608) 224-4574. Please be aware that based on the volume of inbound calls regarding licensure, the return time on your phone call may be several days. Please allow four to five weeks for your license to be processed and mailed.



WI Department of Agriculture, Trade and Consumer Protection
 Division of Agricultural Resource Management
 Bureau of Plant Industry
 PO Box 93598, Milwaukee WI 53293-0598
 Phone: (608) 224-4574, Email: DATCPnursery@wi.gov

Application Type		
<input type="checkbox"/> New	<input type="checkbox"/> Renewal	<input type="checkbox"/> Cancel
License Number(s):		
<input type="checkbox"/> Dealer #		
<input type="checkbox"/> Grower #		
<input type="checkbox"/> Ch.Tree Grower #		

WI Nursery Grower, Nursery Dealer and Christmas Tree Grower License Application

For the license period ending February 20, 2020 (Section 94.10, Wis. Stats.)

SECTION 1 - BUSINESS AND CONTACT INFORMATION					
LEGAL NAME OF APPLICANT(S)				PHONE: () -	FAX: () -
DOING BUSINESS AS NAME OR TRADE NAME			E-MAIL		
CONTACT PERSON			BUSINESS HEADQUARTERS COUNTY		
BUSINESS HEADQUARTERS ADDRESS			CITY	STATE	ZIP
MAILING ADDRESS (if different than business headquarters address)			CITY	STATE	ZIP
APPLICANT TYPE - CHECK ONE					
<input type="checkbox"/> Individual/Sole Prop/Married Couple		<input type="checkbox"/> LLC		<input type="checkbox"/> Legally Formed Partnership	
<input type="checkbox"/> Cooperative		<input type="checkbox"/> Other (please specify):			
<input type="checkbox"/> Corporation, If Corporation, state of formation:					
TYPE OF BUSINESS - CHECK ALL THAT APPLY					
<input type="checkbox"/> Greenhouse	<input type="checkbox"/> Nursery	<input type="checkbox"/> Garden Center	<input type="checkbox"/> Ch. Tree Farm	<input type="checkbox"/> Landscaper/Architect/Designer	<input type="checkbox"/> Grocery or Hardware Store
<input type="checkbox"/> Plant Broker	<input type="checkbox"/> Florist	<input type="checkbox"/> Temporary or Seasonal	<input type="checkbox"/> Retail Chain Store	<input type="checkbox"/> Residence	<input type="checkbox"/> Other:
SECTION 2 - PLANT LOCATION(S) INFORMATION. If you have more than two locations, use Plant Location supplemental form available online or by request.					
FIRST LOCATION					
LOCATION NAME		COUNTY		TOWN OR MUNICIPALITY	
STREET ADDRESS OR NEAREST ROAD IF NO ADDRESS			CITY	STATE	ZIP
EXACT ROAD DIRECTIONS TO FIELD (attach plat maps or other maps, if available)				PROPERTYNUMBER	
				ACREAGE	
LOCATION USE - CHECK ALL THAT APPLY					
<input type="checkbox"/> Nursery Stock Held Here			<input type="checkbox"/> Christmas Trees Grown Here		
<input type="checkbox"/> Nursery Stock Grown Here			<input type="checkbox"/> No Plants Kept Here		
SECOND LOCATION					
LOCATION NAME		COUNTY		TOWN OR MUNICIPALITY	
STREET ADDRESS OR NEAREST ROAD IF NO ADDRESS			CITY	STATE	ZIP
EXACT ROAD DIRECTIONS TO FIELD (attach plat maps or other maps, if available)				PROPERTYNUMBER	
				ACREAGE	
LOCATION USE - CHECK ALL THAT APPLY					
<input type="checkbox"/> Nursery Stock Held Here			<input type="checkbox"/> Christmas Trees Grown Here		
<input type="checkbox"/> Nursery Stock Grown Here			<input type="checkbox"/> No Plants Kept Here		
SECTION 3 - SALES INFORMATION					
This Business Ships to Other States	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, to which states?		
This Business Sells Barberry	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, to which states?		
This Business Sells Wholesale	<input type="checkbox"/> Yes	<input type="checkbox"/> No			
This Business Sells Over the Internet	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, web address:		
This Business Sells by Mail Order	<input type="checkbox"/> Yes	<input type="checkbox"/> No			
Plants Are Only Sold Locally (i.e. Farmers Markets)	<input type="checkbox"/> Yes	<input type="checkbox"/> No			



Wisconsin Department of Agriculture, Trade and Consumer Protection
 Division of Agricultural Resource Management
 P.O. Box 8911
 Madison, WI 53708-8911
 608-224-4500

For Office Use Only

License Number: _____

Date Received: _____

Request for Social Security Number (SSN) (Wis. Stat. § 93.135)

PLEASE READ THIS IMPORTANT NOTICE

PLEASE COMPLETE THIS FORM, ATTACH IT TO THE APPLICATION, AND RETURN IT IN THE ENVELOPE PROVIDED OR MAIL IT TO THE ADDRESS LISTED ON THE APPLICATION.

Wis. Stat. § 93.135 requires the Department to collect the Social Security Number (SSN) of every Sole Proprietor or individual applying for an original license, registration, permit or certificate. This also applies to married couples listed on the same license. Please copy and complete an additional form for a spouse to be included on the license.

This requirement **DOES NOT APPLY TO:**

1. Any of the following: Limited Partnerships, Limited Liability Partnerships (LLP), Limited Liability Companies (LLC), Corporations or Cooperatives. Please do not substitute a Federal Employer Identification Number (FEIN) for the SSN, even if you are an individual that holds both of these numbers.
2. General Partnerships. However, any licensee operating as a General Partnership must provide a copy of the legal partnership agreement, or page 1 of its most recently filed IRS form 1065, as proof of their exemption from the requirement (return documentation with your application).

Wis. Stat. § 93.135 requires the Department to collect the SSN from each applicant who is an individual or a sole proprietor and provide it to the Department of Children and Families. The Department will handle and protect the confidentiality of SSN in accordance with its Security of Personal Information policy.

BY LAW, THE DEPARTMENT MAY NOT ISSUE A LICENSE, CERTIFICATE, REGISTRATION, OR PERMIT TO AN INDIVIDUAL OR SOLE PROPRIETOR UNTIL THE APPLICANT PROVIDES HIS OR HER SSN.

INDIVIDUAL'S NAME

First	Middle	Last

ALSO OPERATING UNDER THE FOLLOWING BUSINESS NAMES (please list if any):

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SOCIAL SECURITY NUMBER (Individuals and Sole Proprietors must provide their SSN) DO NOT SUPPLY FEIN

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NOTE: If this license, permit, certificate, or registration is to be issued to a married couple, each individual must complete a separate form and return it with the application. This form can be photocopied/duplicated. Each individual must complete a separate form.

Social Security Numbers provided are **CONFIDENTIAL** under Wis. Stat. § 93.135(2). The Department is prohibited from the disclosure of an applicant's Social Security Number to any entity other than the Department of Children and Families.