

## Chapter Adm 68

### LICENSING PERIODS AND FEES FOR MANUFACTURED HOME DEALERS AND SALESPERSONS

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**Adm 68.01 Purpose.** This chapter establishes the periods, expiration dates and fees for licenses issued by the department under ss. 218.11 and 218.12, Stats., to manufactured home dealers and salespersons. It also establishes the periods, expiration dates and fees for registration plates issued to dealers.

**History:** Cr. Register, March, 1998, No. 507, eff. 4-1-98.

**Adm 68.02 Definitions.** Words and phrases in this chapter have the same meaning as found in chs. 218 and 340, Stats., unless additional interpretations are specified. In this chapter:

- (1) "Branch" means a non-adjacent sales location in the same municipality.
- (2) "Business license" means a license issued by the department under s. 218.11, Stats., to a mobile home dealer.
- (3) "Department" means the department of administration.
- (4) "Individual license" means a license issued by the department under s. 218.12, Stats., to a salesperson.
- (5) "Initial license" means a license issued to a person or business which does not have a license at the time of application.
- (6) "Manufactured home" or "home" means a mobile home which is transportable in one or more sections, which in the traveling mode, is more than 8 feet 6 inches in width or more than 45 feet in length, or when erected on site, is more than 340 square feet, and which is built on a permanent chassis and designed to be used as a dwelling with or without permanent foundation when connected to the required utilities, and includes the plumbing, heating, air-conditioning, electrical systems contained in the manufactured home. Calculations used to determine the number of square feet in a structure shall be based on the structure's exterior dimensions measured at the largest horizontal projections when erected on site. These dimensions will include all expandable rooms, cabinets, and other projections contacting the interior space, but do not include bay windows. For purposes of this chapter, the measurement of length shall be determined in accordance with s. 348.07(3), Stats.
- (7) "Sublot" means a non-adjacent display lot in the same municipality.

**History:** Cr. Register, March, 1998, No. 507, eff. 4-1-98.

**Adm 68.03 License periods and expiration dates.**

(1) BUSINESS LICENSES. (a) *General licensing period and expiration dates.* The license period for a business license is 2 years. The department may issue licenses that start and expire on the following dates:

<u>Date Issued</u>	<u>Date Expired</u>	
February 1	January 31	All expiration dates are in the second year after the date the license was issued.
April 1	March 31	
June 1	May 31	
August 1	July 31	
October 1	September 30	
December 1	November 30	

(b) *Initial business licenses.* The department may issue initial business licenses that go into effect on the dates other than the first day of an even numbered month. The licenses shall expire before the end of 2 years and the expiration dates shall be as follows:

<u>Month Issued</u>	<u>Expiration Date</u>
December or January	Last November 30 before the end of 2 yrs.
February or March	Last January 31 before the end of 2 yrs.
April or May	Last March 31 before the end of 2 yrs.
June or July	Last May 31 before the end of 2 yrs.
August or September	Last July 31 before the end of 2 yrs.
October or November	Last September 30 before the end of 2 yrs.

(2) INDIVIDUAL LICENSES. (a) *Licensing period.* The department may issue a salesperson license that remains valid until one of the following conditions occur:

- 1. The business license held by the person's current employer expires.
- 2. The person ceases employment with a licensed dealer.
- 3. The person's employer goes out of business.
- 4. The department suspends or revokes the person's license.

(b) *Transfer licenses.* A person whose salesperson license is invalidated by ceasing employment with a licensed dealer may request the department to transfer their salesperson license to a new employer without charge, as long as the department receives the application before the new employer's dealer license expires.

**(3) REGISTRATION PLATES.** The department may register and issue plates to business licensees for periods concurrent with the license periods described in this section.

**History:** Cr. Register, March, 1998, No. 507, eff. 4-1-98.

**Adm 68.04 License and registration plate fees.**

**(1)** The department shall collect the fees established in the following table from applicants before issuing their licenses or registration plates.

<u>Type of License</u>	<u>Type of Fee</u>	<u>Amount</u>
Manufactured home dealer	License	\$100
	Registration – 2 plates	\$230
	Additional plates	\$25
	Replacement plates	\$25
Branch	License	\$100
Sublot	License	\$50
Salesperson	License	\$8

**(2)** When the department issues a salesperson license for less than the employer's business license period, it may reduce the license fee by \$4 for each full year reduction in the salesperson license period.

**History:** Cr. Register, March, 1998, No. 507, eff. 4-1-98.