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Description automatically generated**State of Wisconsin**

Governor Tony Evers

**Department of Agriculture, Trade and Consumer Protection**

Secretary Randy Romanski

Division of Agricultural Resource Management, Bureau of Plant Industry

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

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

If you are planning on growing and selling more than $250 in nursery stock during the license year, you will need to obtain a **Nursery Grower License**. If you are planning on growing and selling more than $250 in Christmas trees during the license year, you will need to obtain a **Christmas Tree Grower License**. If you are planning on purchasing and reselling more than $250 of nursery stock during the license year, you will need to obtain a **Nursery Dealer** **License**. You may apply for any combination of licenses, depending on your business activities.

Apply, pay and print your license online at:

<https://mydatcp.wi.gov/>

*If not applying online, see the following:*

**INSTRUCTIONS FOR COMPLETING THE LICENSE APPLICATION**

**SECTION 1 – BUSINESS, CONTACT AND SALES 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*.

Under APPLICANT TYPE, 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.

For the TYPE OF BUSINESS, check all boxes that apply to the type of business you operate. For the SALES INFORMATION, 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 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, city, zip code and county name. It is also important to provide exact road directions to the field, particularly if there is not a specific address or fire number for the property.

Under the LOCATION USE, ACREAGE, check ALL Location Uses that apply to that location. Enter the estimated number of acres on which you grow nursery stock products and/or Christmas trees. You may enter partial acres in decimals. The following will assist you with calculating small land parcel or plot information: ¾ acre = .75, ½ acre = .5, ¼ acre = .25, 1/8th acre = .125, 1/16th 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 “*CT SPECIES GROWN AT THIS 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/email to request one. If you have many plant locations you may alternately submit a spreadsheet with all the required information.

**SECTION 3 - NURSERY SOURCE INFORMATION** List only the sources of plant materials that can survive a Wisconsin winter outdoors 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 and state in the nursery source information spaces.

**SECTION 4 - 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.

*\*Nursery stock is defined as any plant or plant part that can be propagated and grown that can overwinter outdoors in Wisconsin. (Trees, shrubs, woody and herbaceous perennials, perennial herbs, bulbs, etc.)*

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, when sales exceed $250.

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:

Last Year: Enter on the application:

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 Fees Enclosed* box. These are your license fees that are due to DATCP. Remember to sign and date your application at the bottom of the form.

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

To expedite your licensure:

* **Apply or renew, and pay, online at:** [**https://mydatcp.wi.gov/**](https://mydatcp.wi.gov/)
* **Once issued, print your own license from your MyDATCP account.**
* If applying with a paper application, be sure to fill out the form completely.
* Check that you are paying the correct fee for your license type(s).
* Sign and date the form! **Incomplete or unsigned applications will be returned.**
* Include both the completed application and check in the envelope.

**FOR ADDITIONAL LICENSE INFORMATION AND FREQUENTLY ASKED QUESTIONS (FAQs), SEE OUR WEBSITE AT:** [**https://datcp.wi.gov**](https://datcp.wi.gov/Pages/Programs_Services/NurseryAndChristmasTreeLicensing.aspx)**, 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](mailto: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.

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| DARM-BPI-007 (rev. 04/23) | | Application Type | | |
|  | 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 | New | Renewal | Cancel |
|  |  | License Number(s): | | |
|  |  | Dealer # | | |
|  |  | Grower # | | |
|  |  | Ch.Tree Grower # | | |
| **WI Nursery Grower, Nursery Dealer and Christmas Tree Grower License Application**  For the annual license period ending February 20 (Section 94.10, Wis. Stats.) | | | | |

Completion of this form is required for issuance of the license. Personal information that you provide may be used for purposes other than that for which it was originally collected (Wis. Stats. § 15.04 (1)(m))

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| SECTION 1 – BUSINESS, CONTACT AND SALES INFORMATION | | | | | | | | | | | | | |
| LEGAL NAME OF APPLICANT(S) | | | | | | LEGAL APPLICANT E-MAIL (*used to access MyDATCP*) | | | | | | | LEGAL APPLICANT PHONE  (     )     - |
| DOING BUSINESS AS NAME OR TRADE NAME | | | | | | | | | | | | | |
| CONTACT PERSON | | | | | | CONTACT PERSON E-MAIL | | | | | | | CONTACT PHONE  (     )     - |
| BUSINESS HEADQUARTERS ADDRESS | | | | | | | | CITY | | | STATE | | ZIP |
| MAILING ADDRESS (if different than business headquarters address) | | | | | | | | CITY | | | STATE | | ZIP |
| APPLICANT TYPE - *CHECK ONE* | | | | | | | | | | | | | |
| Individual/Sole Prop/Married Couple (*First time applicants must submit SSN; form available upon request*) | | | | | | | | | | Legally Formed Partnership | | Other (please specify): | |
| Cooperative | | LLC | | | | | Corporation | | | | |  | |
| TYPE OF BUSINESS - *CHECK ALL THAT APPLY* | | | | | | | | | | | | | |
| Greenhouse | Nursery | Garden Center | | | Ch. Tree Farm | | | | Landscaper/Architect/Designer | | | | |
| Plant Broker | Arborist | Temporary or Seasonal | | | Retail Store | | | | Other: | | | | |
| SALES INFORMATION *- CHECK ALL THAT APPLY* | | | | | | | | | | | | | |
| This Business Ships to Other States | | | Yes | No | If yes, to which states? | | | | | | | | |
| This Business Sells Barberry | | | Yes | No | If yes, to which states? | | | | | | | | |
| This Business Imports Hemlock for Re-Sale | | | Yes | No | If yes, *from* which states? | | | | | | | | |
| This Business Sells Wholesale | | | Yes | No |  | | | | | | | | |
| Plants Are Only Sold Locally (i.e., Farmers Markets) | | | Yes | No |  | | | | | | | | |

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| 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 | | | | | | |
| STREET ADDRESS OR NEAREST ROAD IF NO ADDRESS | | | CITY | | | | STATE | ZIP | |
| EXACT ROAD DIRECTIONS TO FIELD FROM NEAREST TOWN | | | | | | | | | |
| LOCATION USE, ACREAGE - CHECK ALL THAT APPLY | | | | | | | | | |
| No Plants Kept Here | Christmas Trees Grown Here, Production Acres: | | | | | | | | |
| Nursery Stock Held Here | *CT SPECIES GROWN AT THIS LOCATION:* | | | | | | | | |
| Nursery Stock Grown Here, Production Acres: | Balsam Fir | Concolor Fir | | Fraser Fir | Scotch Pine | Blue Spruce | | | White Spruce |
|  | Canaan Fir | Douglas Fir | | Red/Aus. Pine | White Pine | Norway Spruce | | |  |
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| SECOND LOCATION - *IF DIFFERENT THAN FIRST LOCATION* | | | | | | | | | |
| LOCATION NAME | | | COUNTY | | | | | | |
| STREET ADDRESS OR NEAREST ROAD IF NO ADDRESS | | | CITY | | | | STATE | ZIP | |
| EXACT ROAD DIRECTIONS TO FIELD FROM NEAREST TOWN | | | | | | | | | |
| LOCATION USE, ACREAGE - CHECK ALL THAT APPLY | | | | | | | | | |
| No Plants Kept Here | Christmas Trees Grown Here, Production Acres: | | | | | | | | |
| Nursery Stock Held Here | *CT SPECIES GROWN AT THIS LOCATION:* | | | | | | | | |
| Nursery Stock Grown Here, Production Acres: | Balsam Fir | Concolor Fir | | Fraser Fir | Scotch Pine | Blue Spruce | | | White Spruce |
|  | Canaan Fir | Douglas Fir | | Red/Aus. Pine | White Pine | Norway Spruce | | |  |

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| SECTION 3 – NURSERY SOURCE INFORMATION. If you have more than 12 sources, use Nursery Sources supplemental form available online or by request. | | | | | |
| NURSERY NAME | CITY, STATE | | NURSERY NAME | CITY, STATE | |
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| SECTION 4 – LICENSE FEE AND CALCULATION |

Based on the definitions below, please choose one or more license type to apply for. You may apply for any combination of license types by marking your fees below.

DEFINITIONS:

* Nursery Stock - Any plant or plant part that can be propagated and grown that can overwinter outdoors in Wisconsin. (Trees, shrubs, woody and herbaceous perennials, perennial herbs, bulbs, etc.)
* Nursery Dealer - Purchases and re-sells nursery stock, usually seasonally, from a location in Wisconsin. Does only what is needed to keep plants alive and healthy until sale.
* Nursery Grower - Purchases seeds, seedlings or small plants and grows the plants in fields or containers to maturity for eventual sale. May also take cuttings, split or propagate plants to maturity for eventual sale.
* Christmas Tree Grower - Grows evergreen trees for the eventual cutting and sale as Christmas trees.

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| **Table 1) NURSERY DEALER FEES** GROSS ANNUAL ***PURCHASES*** OF NURSERY STOCK BOUGHT FOR RE-SALE | | | Table 2) NURSERY GROWER FEES GROSS ANNUAL SALES OF NURSERY STOCK YOU PRODUCED | | | Table 3) CHRISTMAS TREE GROWER FEES GROSS ANNUAL SALES OF CHRISTMAS TREES YOU PRODUCED | | |
| If gross annual sales of Nursery Stock do not exceed $250, no license is issued. | | | If gross annual sales of Nursery Stock do not exceed $250, no license is issued. | | | If gross annual Christmas tree sales do not exceed $250, no license is issued. | | |
| PURCHASES | | FEE | **SALES** | | **FEE** | **SALES** | **FEE** | |
| $5,000 or less | | $30 | $251 to $5,000 | | $40 | $251 to $5,000 | $20 | |
| $5,001 to $20,000 | | $50 | $5,001 to $20,000 | | $75 | $5,001 to $20,000 | $55 | |
| $20,001 to $100,000 | | $100 | $20,001 to $100,000 | | $125 | $20,001 to $100,000 | $90 | |
| $100,001 to $200,000 | | $150 | $100,001 to $200,000 | | $200 | $100,001 to $200,000 | $150 | |
| $200,001 to $500,000 | | $200 | $200,001 to $500,000 | | $350 | $200,001 to $500,000 | $250 | |
| $500,001 to $2,000,000 | | $300 | $500,001 to $2,000,000 | | $600 | $500,001 to $2,000,000 | $450 | |
| $2,000,001 to $3,000,000 | | $400 | >= $2,000,001 | | $1,200 | >= $2,000,001 | $900 | |
| >= $3,000,001 | .0005 x Yearly Purchases | | **Gross Annual Sales:** | | | **Gross Annual Sales:** | | |
| **Cumulative Gross Annual Purchases:** | | |
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| \*A PHC, or Plant Health Certificate, is a reproducible document which should be sent with plant shipments that travel outside Wisconsin. Many states require this certificate and will destroy, detain or refuse plants or plant material that is not accompanied by a PHC. Although we do not require this certificate, we strongly recommend obtaining one if you are shipping nursery stock to other states.  \*\*Surcharge for operating without a license in the past 365 days is equal to the amount of the current fee(s). Only applicable to Nursery Dealer and Nursery Grower licenses.  Want to apply and pay online? Go to [**https://mydatcp.wi.gov/**](https://mydatcp.wi.gov/)  MAKE CHECK PAYABLE TO: **WDATCP**  Questions? Email [DATCPnursery@wisconsin.gov](mailto:DATCPnursery@wisconsin.gov) or call (608) 224-4574  MAILAPPLICATION FORM AND CHECK TO: STATE OF WISCONSIN WDATCP BOX 93598 MILWAUKEE, WI 53293-0598 | | | | TABLE 1 - NURSERY DEALER FEE | | | | $ |
| TABLE 2 - NURSERY GROWER FEE | | | | $ |
| TABLE 3 - CHRISTMAS TREE GROWER FEE | | | | $ |
| LICENSE FEE TOTAL | | | | $ |
| ADD 20% OF LICENSE FEE TOTAL OR $5, *WHICHEVER IS* ***GREATER***, IF POSTMARKED AFTER FEB. 20 ***(For late renewals only - does not apply to new licenses)*** | | | | $ |
| *\*\*Surcharge, only if applicable\*\** | | | | $ |
| ADD $50.00 IF YOU WOULD LIKE A NURSERY STOCK PHC \* | | | | $ |
| ADD $50.00 IF YOU WOULD LIKE A CHRISTMAS TREE PHC \* | | | | $ |
| TOTAL FEES ENCLOSED | | | | $ |

**TO EXPEDITE YOUR LICENSURE:** For applicants who hold multiple licenses with DATCP, include payments for the above 3 nursery licenses only. Pay any other licenses or certificates with separate payments. Errors or omissions on this form will delay the issuance of your license(s).

Or, apply and pay online at [**https://mydatcp.wi.gov/**](https://mydatcp.wi.gov/)

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| **Select one license certificate delivery method:**  **Electronic (for MyDATCP users only)**  **Paper** | | |
| I CERTIFY ALL THE INFORMATION THAT I PROVIDE ON THIS FORM TO BE TRUE AND ACCURATE. | | |
|  |  |  |
| TYPE/PRINT NAME OF APPLICANT AND TITLE | APPLICANT SIGNATURE | DATE |

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| ARM-356 (Rev . 3/17) | | |
| A picture containing logo  Description automatically generated | 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: |

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| **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.

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| --- | --- | --- |
| INDIVIDUAL’S NAME | | |
|  |  |  |
| First | Middle | Last |

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| 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.**