

Wisconsin Department of Safety and Professional Services

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DIVISION OF PROFESSIONAL CREDENTIAL PROCESSING

UDC INSPECTION AGENCY APPLICATION REGISTRATION INFORMATION

Requirements for Credential

Per [Wis. Admin. Code § SPS 305.635](#), no person may engage in or offer to engage in the activities of facilitating plan review, issuance of Wisconsin uniform building permits, or inspection of one- and two-family dwellings in a municipality where the Department has jurisdiction pursuant to [Wis. Stat. § 101.651\(3\)\(b\)](#), unless the person obtains a registration issued by the Department as a registered UDC Inspection Agency.

A person who is responsible for facilitating plan review, issuance of Wisconsin uniform building permits and the inspections for one- and two-family dwellings as a registered UDC Inspection Agency shall be responsible for all of the following:

- Utilizing persons appropriately certified under [Wis. Admin. Code § SPS 305.63](#) to review the plans, issue the permits and conduct the inspections.
- Making the records relative to the plan review, issuance of permits and inspections available to the Department, upon request.
- Providing inspection services for all inspections required under [Wis. Admin. Code § SPS 320.10](#).
- Cooperating with the department in any program monitoring, enforcement activities, and investigations.
- Following all procedures established by the department for UDC enforcement by inspection agencies.
- Reporting to the department in writing when the agency has been dismissed by the owner or builder.
- Making any records associated with their permit, plan review and inspection activities available to the permit holder upon request.

AN APPLICATION IS NOT COMPLETE UNTIL ALL OF THE FOLLOWING DOCUMENTS HAVE BEEN RECEIVED:

1. **Application and Fees**: Apply and pay fees online in LicensE, <https://license.wi.gov>. Fees will be calculated in LicensE. If needed, you can save your application and complete and submit it later. **NOTE**: If DSPPS requests additional documents they must be uploaded within (3) three months from the date they were requested. Failure to do so may result in having to submit a new application and fees.
2. **Business Representative**: The person applying for a UDC Inspection Agency registration shall be the owner of the business, a partner in the business applying on behalf of a partnership, or the chairman of the board or chief executive officer applying on behalf of the corporation.