



MARCH 2021

**DSPS Electronic  
Licensing and Safety  
Application (eSLA)**



## **ELEVATOR SAFETY PROGRAM**

# **INSTRUCTIONS FOR APPLYING FOR APPROVAL TO BEGIN PROJECTS**

## Instructions for Applying for Approval to

- A). install a new conveyance
- B). completely replace a conveyance
- C). perform an alteration, repair or replacement of component or components of a conveyance.
- D). perform an emergency repair of a component or components of a conveyance.

These instructions are to be used after you set up your company's account. Each individual in your company that will apply for an approval should have their name set up within the company's account.

TIP 1: When using the eSLA Portal, only use the Google Chrome browser as the statement in the orange bar below states. Other browsers will cause errors.

TIP 2: When using the eSLA Portal, using the Back arrow may cause loss of data and may require the applicant to start again.

**Step 1. Enter your Login Email and Password.** For our example, an applicant named Elmer J Fudd has created an account for himself with the fictitious elevator company called Looney Tunes Elevator Co. of Burbank, California. These have been chosen for demonstration purposes to avoid any similarity to an actual person or elevator company.

**\*\*eSLA requires Google Chrome browser to work properly. Please download Google Chrome browser to continue. [Click Here to download](#)**

### First Time eSLA User

**Create Account**

If you currently hold or previously held a credential or have conducted business with the Department, please create an account by clicking here.

**DSPS CUSTOMER**

If you have never held a credential or conducted business with the Department, please create an account here.

**NEW DSPS CUSTOMER**

### Existing eSLA Users

**Login**

Email

 ←

Password

 ←

**LOGIN**

[Forgot Password?](#)  
[Forgot Email?](#)

## Step 2. Select New Application

**eSLA** DASHBOARD INSPECTOR LOOK-UP PUBLIC LOOK-UP

### Welcome to your eSLA Dashboard

Plan Review**Permit**

**+ NEW APPLICATION** **MY HISTORY**

Please click on the "My History" button to view previously submitted payments, permits, credentials and service requests such as revisions, components and compliance statements.

Are you trying to add a business or renew a cross connection control assembly? [Click here to add a business or renew your assembly.](#)

### Step 3. Select Area, Plan Reviews

#### Application Selection

Select the Area. Next, based on the area, select either the Program Area, Permit/Plan Review, and Application Type or the Application Type, Credential and Credential Type as applicable.

To add an account, select the account name from the drop down. If you do not see an account, please add the business via the [Manage Business](#) page.

Select Area

- Permits
- Plan Reviews**
- Products
- Fire Department / Municipality (2% Dues)
- Credentials
- Manufactured Homes
- Delegated Municipality

#### Application Instructions

Provide the information necessary for the application. Once finished, click which type of Save option desired.

### Step 4. Select Program Area, Elevators and Conveyances

#### Application Selection

Select the Area. Next, based on the area, select either the Program Area, Permit/Plan Review, and Application Type or the Application Type, Credential and Credential Type as applicable.

To add an account, select the account name from the drop down. If you do not see an account, please add the business via the [Manage Business](#) page.

Select Area

Plan Reviews

Select Program Area

--None--

- None--
- Amusement Rides
- Amusement Rides PTO
- Boiler & Unfired Pressure Vessels
- Boiler & Unfired Pressure Vessels Petition for Variance
- Commercial Buildings
- Electrical
- Elevators and Conveyances**
- Gas Systems
- Manufactured Homes Communities
- Mechanical Refrigeration
- Mechanical Refrigeration Systems Petition for Variance
- Mines, Explosives, Fireworks
- Plumbing
- Plumbing PTO
- POWTS
- Public Sector Employee Safety
- Public Swimming Pools
- Ski Lifts & Tows

#### Application Instructions

Provide the information necessary for the application. Once finished, click which type of Save option desired.

### Step 5. Select Permit Type/Plan Review. In this example, we select New Commercial Installation

#### Application Selection

Select the Area. Next, based on the area, select either the Program Area, Permit/Plan Review, and Application Type or the Application Type, Credential and Credential Type as applicable.

To add an account, select the account name from the drop down. If you do not see an account, please add the business via the [Manage Business](#) page.

Select Area

Plan Reviews

Select Program Area

Elevators and Conveyances

Select Permit Type/Plan Review

--None--

--None--

- New Commercial Installation**
- Complete Replacement Commercial
- Alteration, Repair, or Replacement of Components
- Emergency Repair
- New Single Dwelling Installation
- Complete Replacement Single Dwelling
- Petition for Variance
- Test Submission

#### Application Instructions

Provide the information necessary for the application. Once finished, click which type of Save option desired.

**Step 6. Select Application Type, Plan Review**

**Application Selection**

Select the Area. Next, based on the area, select either the Program Area, Permit/Plan Review, and Application Type or the Application Type, Credential and Credential Type as applicable.

To add an account, select the account name from the drop down. If you do not see an account, please add the business via the [Manage Business](#) page.

Select Area  
Plan Reviews

Select Program Area  
Elevators and Conveyances

Select Permit Type/Plan Review  
New Commercial Installation

Select Application Type  
--None--  
--None--  
**Plan Review**  
--None--

**Step 7. Select our Account. Because Elmer J Fudd used his email address in Step 1, the system auto-fills the account it associates with Mr. Fudd at Looney Tunes Elevator Co.**

**Application Selection**

Select the Area. Next, based on the area, select either the Program Area, Permit/Plan Review, and Application Type or the Application Type, Credential and Credential Type as applicable.

To add an account, select the account name from the drop down. If you do not see an account, please add the business via the [Manage Business](#) page.

Select Area  
Plan Reviews

Select Program Area  
Elevators and Conveyances

Select Permit Type/Plan Review  
New Commercial Installation

Select Application Type  
Plan Review

Please select an Account [\(Create new account\)](#)  
Looney Tunes Elevator Co  
--None--  
**Looney Tunes Elevator Co**

Read the instructions then scroll to the bottom and select **SAVE AND CONTINUE**.

CANCEL SAVE AND CONTINUE

**Step 8. Enter your valid Elevator Contractor License Number. This is the same license number you have been using when completing the old paper application forms and on other correspondence with DSPS.**



**Elevator Contractor Credential Search**

Is your company a Licensed Elevator Contractor? If yes, please enter the Elevator Contractor Credential number below.

\* Elevator Contractor Credential Number  
1234567

SEARCH

Select **SEARCH**.

**Step 9. The applicant's Personal Information will auto-fill.**

**Check the box below Mailing and wait for the address to be saved.**

**Check the box below Public and wait for the address to be saved.**

**Click SAVE AND CONTINUE.**

TIP 3. Do not select Download Application

## New Application

New Commercial Installation

Business Information   Project and Site   Questions   Attachments   Review + Submit

### Personal Information

Provide the necessary information in the fields to the right. All fields with (\*) are required and must be completed to continue the application process.

First Name: Elmer  
Middle Name: J  
Last Name: Fudd  
SSN: \*\*\*\*\*8282  
Phone Number: (262) 521-5444  
Email Address: millionaire@mailinator.com  
Elmer.Fudd@LooneyTunesElevator.com

### Mailing Address

Select a mailing address by clicking the appropriate checkbox to the right (this is the address used for all postal communications from the Department). To add a new address, click Add Address, complete the required fields, and click Save.

Mailing	Address
<input type="checkbox"/>	123 Mel Blanc Way Burbank CA 90009 United States

+ ADD ADDRESS

### Public Address

Select a public address by clicking the appropriate checkbox to the right (this is the address that will be viewable by the public). To add a new address, click Add Address, complete the required fields, and click Save.

Public	Address
<input type="checkbox"/>	123 Mel Blanc Way Burbank CA 90009 United States

+ ADD ADDRESS

SAVE & FINISH LATER   SAVE AND CONTINUE   DOWNLOAD APPLICATION

**Step 10. Enter Affiliations.** The Owner affiliation must be entered here for all elevator and conveyance applications. The owner is the final owner of the conveyance, not a general contractor or other affiliation. The owner is necessary because future permits to operate and other correspondence from the database must reach this owner.

As the instructions state, additional affiliations may include the supervising professional or general contractor for the building project or anyone else associated with the project. Affiliations will receive copies of the conditional approval letter at the time of plan approval.

TIP 4. If the information for the person being affiliated already exists in the system, the Search by Email function can be a time saver. When using Search by Email, enter the entire email address for that individual. If no results appear, go to the end of the email address and begin backspacing characters one at a time. The system may find the email you are searching for this way and auto-fill the information.

If the information for the person being affiliated does not exist in the system, select Create an Affiliation without searching by email and follow the steps.

TIP 5. You may notice that the system has added a “DIS” number at this point. This is similar to the Transaction ID number in the old database. You can use this number to search for applications that you may have started but have saved without finishing or to inquire about the status of an application.

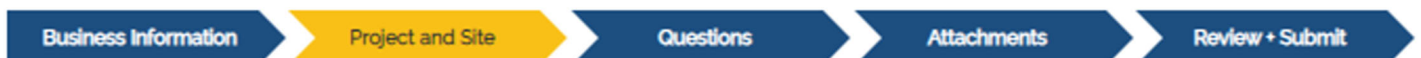
## New Application

New Commercial Installation DIS-0421127



The screenshot shows a multi-step application process. At the top, a progress bar has five steps: Business Information, Project and Site (highlighted in yellow), Questions, Attachments, and Review + Submit. Below the progress bar, the 'Affiliation Information' section is active, with a sub-section for 'Project and Site'. The 'Project and Site' section includes a description: 'Add the necessary Project and Site information necessary to complete this application.' and an 'ADD SITE' button. Below this is the 'Building Information' section with a description: 'Please enter the building information. The search functionality is implemented for buildings created on an existing site.' and an 'ADD BUILDING' button. At the bottom of the form, there are three buttons: 'SAVE & FINISH LATER', 'SAVE AND CONTINUE', and 'DOWNLOAD APPLICATION'. On the right side of the 'Affiliation Information' section, there are two options: 'Create an Affiliation without searching by email' (checked) and 'OR Search by Email' (with an empty search box and a 'CANCEL' button).

Tip 6: As stated in Tip 2, do not use the back button while applying in eSLA. Where these arrows are visible, only click on a previous arrow to navigate back to an earlier step.



For this example, we have created a new owner with the name Sample Owner and entered the information as it appears below. At first, we misspelled Auburndale as Auberndale which was corrected by using the edit pencil.

## New Application

New Commercial Installation DIS-042112753

Business Information | Project and Site | Questions | Attachments | Review + Submit

### Affiliation Information

Add the Owner, Supervising Professional, General Contractor, Engineer or Other Responsible for Product Approval, Preferred Contact Person, Other information necessary to complete this application.

Sample Owner  
Status : Active  
Type : Owner  
Company : Elevator Owner Company  
Phone : 123 123 1234  
Address : 123 Elevator Street  
Auburndale Wisconsin 54412

Type of Affiliation  
\* Owner

First Name \* Sample Last Name \* Owner

Company  
Elevator Owner Company

Email \* SampleOwner@ElevatorC Phone \* 123 123 1234

Street Address \* 123 Elevator Street City \* Auburndale

State/Canadian Province \* Wisconsin ZipCode \* 54412

CANCEL SAVE

Click SAVE. We choose to only enter the Owner affiliation here.

**Step 11. Enter Site Information.** For our example, a person by the name Sample Owner owns the Menards store at 2315 W Bluemound Rd in Waukesha, Wisconsin, 53188, where our project is to install a new commercial elevator. Select ADD SITE.

### Project and Site

Add the necessary Project and Site information necessary to complete this application.

ADD SITE

The screen will change to these options: Create a New Site or Search for Site.

TIP 7: If we have a site ID number from a DSPS building plan review letter, we enter it in the search window. A site ID number either in the format of the old database or a site ID number using the SIT-##### format from the eSLA database should work in this search window.

### Project and Site

Add the necessary Project and Site information necessary to complete this application.

Create a New Site  
OR  
Search for Site by Id, Municipality, Name or Location (please enter a minimum of 6 characters to search)

CANCEL



TIP 8: If we do not have a site ID number of either type, we can try searching using these methods. Results may vary but these are some methods that have proven to work for some sites.

A search for “Waukesha” finds many sites in Waukesha but not the Menards. A search for “Menards” finds several Menards sites statewide but not the one in Waukesha.

**Project and Site**  
Add the necessary Project and Site information necessary to complete this application.

Create a New Site  
OR  
Search for Site by Id, Municipality, Name or Location (please enter a minimum of 6 characters to search)

Menards

- MENARDS OMC GENERAL OFFICE BUILDING, 5101 Menard Dr, UNION, 636676
- MENARDS, NEW COUNTY HWY OO, HALLIE, 671951
- MENARDS INC, CTY S, HUBBARD, 761867
- MENARDS INC CHS WAREHOUSE, MENARD DR, UNION, 838951
- MENARDS WAREHOUSE - BLDG 22, SE JCT KANE RD, UNION, 180966
- MENARDS MIDWEST MANUFACTURING, 4620 Menard Dr, UNION, 193729
- MENARDS, 2351 Westowne Ave, OSHKOSH, 196665
- MENARDS, WESTTOWN AVE & WESTHAVEN DR, OSHKOSH, 196665
- MENARDS, 440 Wright Rd, JOHNSON CREEK, 196734

Searches for “Menards Waukesha”, “Menards 2315” and “Menards Bluemound” find no results in this instance but may work to locate other sites when applying to work on other projects.

A search for “2315 W” was successful, with the last site listed here being the correct one. Select that site and click SAVE.

**Project and Site**  
Add the necessary Project and Site information necessary to complete this application.

Create a New Site  
OR  
Search for Site by Id, Municipality, Name or Location (please enter a minimum of 6 characters to search)

2315 W

- JAMES MELICHAR, 2315 WILLOW RD, PORT WASHINGTON, 696081
- CHRISTOPHER & CASSANDRA PEPPER, 2315 White Birch Dr, CARSON, 794666
- MENARDS, 2315 W Bluemound Rd, WAUKESHA, 723947
- GOOD HOPE ELEMENTARY SCHOOL, 2315 W Good Hope Rd, GLENDALE, 83889
- GOOD HOPE SCHOOL, 2315 W GOOD HOPE RD, GLENDALE, 809168
- FARRELL INVESTMENTS LLC, 2315 WESTERN AVENUE, EAU CLAIRE, 807056
- FARRELL INVESTMENTS LLC, 2315 WESTERN AVENUE, EAU CLAIRE, 807056
- FARRELL EQUIPMENT & SUPPLY DC, 2315 WESTERN AVENUE, EAU CLAIRE, 864876
- FARRELL EQUIPMENT & SUPPLY DC, 2315 WESTERN AVENUE, EAU CLAIRE, 864876
- FARRELL INVESTMENTS LLC, 2315 WESTERN AVE, EAU CLAIRE, 807056
- FARRELL INVESTMENTS LLC, 2315 WESTERN AVE, EAU CLAIRE, 807056
- menards, 2315 W Bluemound Rd, Waukesha, WI 53188, WAUKESHA, SIT-81282

If no existing site may be found using various search criteria, check the box next to Create a New Site and complete all the information.

**Step 12. Enter building information. Select ADD BUILDING.**

**Building Information**  
Please enter the building information. The search functionality is implemented for buildings created on an existing site.

**ADD BUILDING**

The screen will change to these options: Create a New Building or Search for Building by Name.

**Building Information**  
Please enter the building information. The search functionality is implemented for buildings created on an existing site.

Create a New Building  
OR  
Search for Building by Name

CANCEL



A search for the existing building using various criteria finds no results so check the box next to Create a New Building. Complete the first and third spaces. For the Elevator program, Building Previous Tenant will be N/A.

### Building Information

Please enter the building information. The search functionality is implemented for buildings created on an existing site.

Building Name  
\* Menards Waukesha

Building Previous Tenant (enter "N/A" if not applicable)  
\* N/A

Location (Street, City, Zip or GPS / Nearest intersection)  
\* 2315 W Bluemound Rd, Waukesha, WI 53188

CANCEL SAVE

SAVE & FINISH LATER SAVE AND CONTINUE DOWNLOAD APPLICATION

Select SAVE. Saved Affiliations, Site and Building information will appear like this.

Business Information Project and Site Questions Attachments Review + Submit

### Affiliation Information

Add the Owner, Supervising Professional, General Contractor, Engineer or Other Responsible for Product Approval, Preferred Contact Person, Other information necessary to complete this application.

Sample Owner  
Status : Active  
Type : Owner  
Company : Elevator Owner Company  
Phone : 123 123 1234  
Address : 123 Elevator Street  
Auburndale Wisconsin 54412

ADD INDIVIDUAL

### Project and Site

Add the necessary Project and Site information necessary to complete this application.

menards  
Site Id : SIT-81282  
County : Waukesha  
Municipality Type : City  
Municipality : WAUKESHA

### Building Information

Please enter the building information. The search functionality is implemented for buildings created on an existing site.

Menards Waukesha  
Previous Tenant : N/A  
Location : 2315 W Bluemound Rd, Waukesha, WI 53188

SAVE & FINISH LATER SAVE AND CONTINUE DOWNLOAD APPLICATION

Select SAVE AND CONTINUE.

**Step 13.** Answer the first question regarding multiple conveyances. If the application is to install a group of elevators or escalators that share the same drawings and operate as group or pair, you may combine them in one application as was the case with the previous database and application process.

**Questions**

Enter your valid Elevator Contractor license number. If your project is regarding multiple conveyances that will operate as a group or escalators that will operate as a pair, select Yes to the question regarding multiple conveyances. For a typical single conveyance, select No. Select the Conveyance Type from the drop-down list. Select Add Conveyance and answer all of the questions on the screens that follow. Once you have completed all questions, you will be returned to this location. Select Yes regarding electronic plan submittal then click Save and Continue. Do not select Download Application.

Do you have multiple conveyance to this one as part of this plan submittal?  
 Yes  No

Conveyance Type:  
[Dropdown menu]

Will the electronic plan submittal attachment exceed 25 MB?  
 Yes  No

SAVE & FINISH LATER    SAVE AND CONTINUE    DOWNLOAD APPLICATION

We are applying to install only one elevator for this example so we select No for the first question. Then select the Conveyance Type. For this example, we are applying to install a passenger elevator so select Passenger Elevator from the list. Selecting the correct conveyance type is important for the system to ask the correct questions regarding details of the conveyance.

**Questions**

Enter your valid Elevator Contractor license number. If your project is regarding multiple conveyances that will operate as a group or escalators that will operate as a pair, select Yes to the question regarding multiple conveyances. For a typical single conveyance, select No. Select the Conveyance Type from the drop-down list. Select Add Conveyance and answer all of the questions on the screens that follow. Once you have completed all questions, you will be returned to this location. Select Yes regarding electronic plan submittal then click Save and Continue. Do not select Download Application.

Do you have multiple conveyance to this one as part of this plan submittal?  
 Yes  No

Conveyance Type:  
[Dropdown menu]

- Passenger Elevator
- Freight Elevator
- Commercial-Type Inclined Elevator
- Limited Use Limited Application (LULA) Elevator
- Power Sidewalk Elevator
- Residential Elevator (as a replacement for an existing Part V or by petition for variance only)
- Special Purpose Personnel Elevator (SPPE)
- Stage or Orchestra Elevator
- Dumbwaiter
- Type B Material Lift
- Escalator
- Moving Walk
- Vertical Platform Lift
- Inclined Platform Lift
- Stairway Chairlift

SAVE & FINISH LATER    SAVE AND CONTINUE    DOWNLOAD APPLICATION

**Step 14.** The screen will change to this. Select **ADD CONVEYANCE**. Please wait here for the system to save.

**Do Not answer the last question about file size and Do Not select SAVE AND CONTINUE at this time.**

**Business Information** **Project and Site** **Questions** **Attachments** **Review + Submit**

### Questions

Enter your valid Elevator Contractor license number. If your project is regarding multiple conveyances that will operate as a group or escalators that will operate as a pair, select Yes to the question regarding multiple conveyances. For a typical single conveyance, select No. Select the Conveyance Type from the drop-down list. Select Add Conveyance and answer all of the questions on the screens that follow. Once you have completed all questions, you will be returned to this location. Select Yes regarding electronic plan submittal then click Save and Continue. Do not select Download Application.

Do you have multiple conveyance to this one as part of this plan submittal?

Yes  No

Conveyance Type:

Passenger Elevator

Add Conveyance (Will open new window - Please make sure pop-up blocker is turned off in your browser)

Please press Save and continue if you have finished entering the conveyances.

**ADD CONVEYANCE**

Will the electronic plan submittal attachment exceed 25 MB?

Yes  No

**SAVE & FINISH LATER** **SAVE AND CONTINUE** **DOWNLOAD APPLICATION**

**Step 15.** The screen will change to this. Select **ADD NEW CONVEYANCE TYPE**.

**Do Not select SAVE AND CLOSE and Do Not select Next at this time.**

Please click Add New Conveyance Type button to add the Conveyance(s).  
Please click Save and Close after you have entered all conveyances to navigate back to the Plan Review Application - DIS-042112759.

**ADD NEW CONVEYANCE TYPE**

Search:

Conveyance Type	Unique Identifier
No data available	

Showing 0 to 0 of 0 entries

**SAVE AND CLOSE** **Next**

**Step 16.** The screen will change to this. Select **SAVE AND CONTINUE**

**Details** **Questions** **Review + Submit**

### Credential/Plan Review/PTO Information

Applicant Name  
Elmer J Fudd

Plan Review Number  
DIS-042112759

Plan Review Type  
New Commercial Installation

Plan Review Status  
Pending

**SAVE AND CONTINUE**

**Step 17.** Answer all the questions that follow. For the most part, these are the same questions that appeared on the application form used with the previous database. For the contract date, click on the calendar to choose. For the unique name, the A17.1 elevator code requires each conveyance in a building to have a unique number or name. A building cannot have two elevators labeled as “Elevator 1” for example.

**Details**   **Questions**   **Review + Submit**

### Questions

Answer the following questions by selecting the appropriate answer for each question. Once completed, click Save and Continue.

Conveyance Type (Do not update):  
Passenger Elevator

Date of Contract between the Elevator Contractor and the building or site Owner?

Number, name or unique identifier for this conveyance?

Primary Manufacturer of Conveyance

Manufacturer's Model Name or Number

Rated Load (pounds)

Total weight of Rated Load plus Empty Car or Platform and Attachments (pounds)

Total Travel (feet, inches)

Number of Floor Levels Served (Enter the number of levels or landings served by this conveyance)

Number of Car or Platform Openings Select n/a if conveyance type is Escalator, Moving Walk, Stage or Orchestra Elevator or Stairway Chairlift.

Design Rated Speed - Up Direction with Full Load (FPM)

Design Speed Down - Operating Speed for Hydraulic Elevators (FPM)

Design Top Car Runby (inches)

Design Bottom Car Runby (inches)

**When all questions have been answered correctly, select SAVE AND CONTINUE.**

Firefighters Emergency Operation to be Provided?

Yes  No

Phases I and II?

Yes  No

Does this Elevator Serve a High-Rise Portion of a Building?

Yes  No

Is this a Fire Service Access Elevator meeting IBC Section 3007 as required by IBC 403.6.1?

Yes  No

Is this an Occupant Evacuation Elevator meeting IBC Section 3008?

Yes  No

Will the Top of the Hoistway be Sprinklered?

Yes  No

Will the Elevator Pit be Sprinklered?

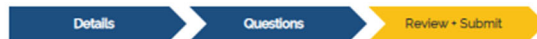
Yes  No

If a Separate Machine Room will be Provided, Will the Machine Room be Sprinklered?

Yes  No

SAVE AND CONTINUE

**Step 18.** This screen will appear. For Consent to Electronic Signature, check I accept. Complete the name of the applicant. Select SUBMIT.



Application Review ● Completed

Attestation

Consent to Electronic Signature

I accept

Type your First Name and Last Name as they appear on the application to sign electronically

(Elmer Fudd)

Submit your Application

After clicking the 'Submit' button below, you will no longer be able to change this application. PLEASE DO NOT USE THE BROWSER'S BACK BUTTON AS THAT MAY OVERWRITE YOUR DATA. If you want to return to your application, simply log out and log back in.

If this application requires payment you will be prompted to begin the payment process. You must complete the payment process before the board will review your application. If this application does not require payment, you will be navigated back to the eLicense home page and the board will review your application.

SUBMIT

**Step 19.** This screen will appear.

In Step 14, we selected an application for a single conveyance so Do Not select ADD NEW CONVEYANCE TYPE here.

In Step 13, we selected Passenger Elevator.

In Step 19, we gave the elevator the unique name or identifier of No. 2.

Please click Add New Conveyance Type button to add the Conveyance(s).  
Please click Save and Close after you have entered all conveyances to navigate back to the Plan Review Application - DIS-042112759.

**ADD NEW CONVEYANCE TYPE**

Search:

Conveyance Type	Unique Identifier
Passenger Elevator	2

Showing 1 to 1 of 1 entries

**SAVE AND CLOSE** **Next**

Do Not select Next. Select SAVE AND CLOSE here.

**Step 20.** This screen from Step 13 will reappear.

Answer the question asking whether the size of the drawings or other file to be attached for review will exceed 25 MB. It is highly unlikely that elevator program plans will exceed 25 MB in size. Select No, then SAVE AND CONTINUE.

Business Information → Project and Site → **Questions** → Attachments → Review + Submit

### Questions

Enter your valid Elevator Contractor license number. If your project is regarding multiple conveyances that will operate as a group or escalators that will operate as a pair, select Yes to the question regarding multiple conveyances. For a typical single conveyance, select No. Select the Conveyance Type from the drop-down list. Select Add Conveyance and answer all of the questions on the screens that follow. Once you have completed all questions, you will be returned to this location. Select Yes regarding electronic plan submittal then click Save and Continue. Do not select Download Application.

Do you have multiple conveyance to this one as part of this plan submittal?

Yes  No

Conveyance Type:  
Passenger Elevator

Add Conveyance (Will open new window - Please make sure pop-up blocker is turned off in your browser)

Please press Save and continue if you have finished entering the conveyances.

**ADD CONVEYANCE**

Will the electronic plan submittal attachment exceed 25 MB?

Yes  No

**SAVE & FINISH LATER** **SAVE AND CONTINUE** **DOWNLOAD APPLICATION**

**Step 21.** This screen will appear. Except for the appointment confirmation, this will require the same files to be attached that were required to be uploaded when using the previous system. These will include evidence of building plan approval for new commercial installations, conveyance shop drawings where required previously and the electrical designer’s letter regarding selective coordination for multiple conveyance installations.

Click the first ADD ATTACHMENT. Follow the prompts and attach the file from your computer that is the evidence of building plan approval for the building project.

**Attachment**

If applicable, upload the attachments for your application by clicking the Add Attachment button(s). If uploading an attachment as a submission, it is necessary that the name of the file attachment is less than 80 characters in length for it to be received successfully. The character limit does include the file attachment extension, such as (.doc) and (.pdf). The file must be no more than 25 MB in size. For documentation that needs to be submitted directly or by hardcopy, please acknowledge by clicking the Attest button(s). If no attachment or attestation items appear, please click the Save and Continue button.

**Evidence of building plan approval**

For a new installation serving a commercial building or site, upload evidence the building plans have been approved by the appropriate building code authority. For most buildings, this will be a building plan conditional approval letter from Department of Safety and Professional Services (DSPS). For health care, this is likely to be a building plan conditional approval letter from Dept of Health Services (DHS). Some municipalities contract with a private plan review agency for building plan approvals. For smaller projects, a local building permit may be the only building plan approval. In very rare cases, a conveyance project has so no effect on building structure, egress or fire exiting that no building plan review is performed. In that case a letter from the local building inspector stating no building plan review was necessary would be uploaded.

**ADD ATTACHMENT**

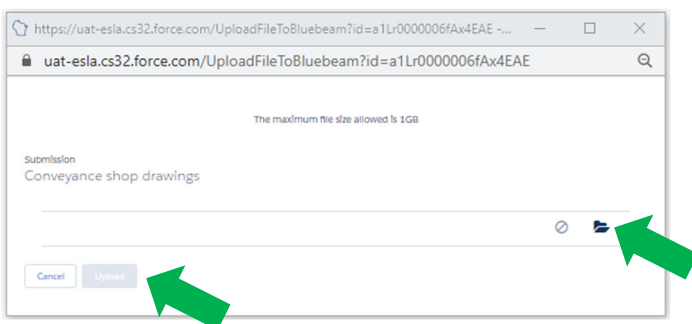
**Conveyance shop drawings**

At least one of the set of the conveyance plans or shop drawings must bear an original shop drawing stamp (ink or electronic) or statement of approval. A Stamp or statement must include the signature or initials of the building designer (Wis. licensed architect or professional engineer) or an individual under their supervision.. Plans or shop drawings are not required to bear the round registration seal of the Wis. licensed architect or professional engineer unless they are being submitted as part of a request for approval of a new product or component and the seal is used to confirm code compliance of the product or component.

**ADD ATTACHMENT**

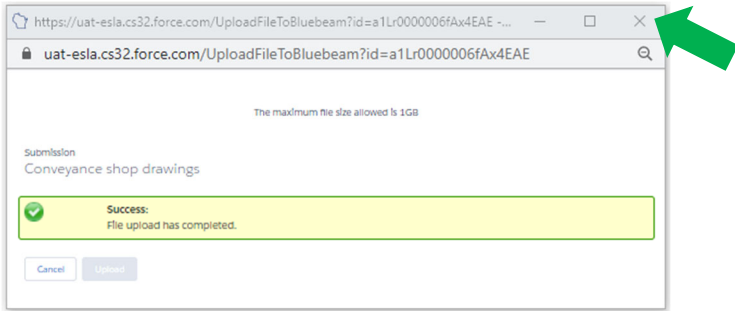
**SAVE & FINISH LATER** **SAVE AND CONTINUE** **DOWNLOAD APPLICATION**

Click the second ADD ATTACHMENT. Locate the shop drawing file on your computer and upload. Drawing files will be uploaded to new plan review software called Bluebeam. The window for uploading a drawing file to Bluebeam will look like this. Click the file folder, select the file then select Upload.





This "Success" message will appear in the small download window.



Then close the download window using the X in the upper right corner.

The screen will change to indicate the files have been attached.


Business Information → Project and Site → Questions → **Attachments** → Review + Submit

### Attachment

If applicable, upload the attachments for your application by clicking the Add Attachment button(s). If uploading an attachment as a submission, it is necessary that the name of the file attachment is less than 80 characters in length for it to be received successfully. The character limit does include the file attachment extension, such as (.doc) and (.pdf). The file must be no more than 25 MB in size. For documentation that needs to be submitted directly or by hardcopy, please acknowledge by clicking the Attest button(s). If no attachment or attestation items appear, please click the Save and Continue button.

### Evidence of building plan approval

For a new installation serving a commercial building or site, upload evidence the building plans have been approved by the appropriate building code authority. For most buildings, this will be a building plan conditional approval letter from Department of Safety and Professional Services (DSPS). For health care, this is likely to be a building plan conditional approval letter from Dept of Health Services (DHS). Some municipalities contract with a private plan review agency for building plan approvals. For smaller projects, a local building permit may be the only building plan approval. In very rare cases, a conveyance project has so no effect on building structure, egress or fire exiting that no building plan review is performed. In that case a letter from the local building inspector stating no building plan review was necessary would be uploaded.

Sample Building Approval letter for eSLA.docx 

**ADD ATTACHMENT**

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### Conveyance shop drawings

At least one of the set of the conveyance plans or shop drawings must bear an original shop drawing stamp (ink or electronic) or statement of approval. A Stamp or statement must include the signature or initials of the building designer (Wis. licensed architect or professional engineer) or an individual under their supervision. Plans or shop drawings are not required to bear the round registration seal of the Wis. licensed architect or professional engineer unless they are being submitted as part of a request for approval of a new product or component and the seal is used to confirm code compliance of the product or component.

File Uploaded 

**ADD ATTACHMENT**

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**SAVE & FINISH LATER**   **SAVE AND CONTINUE**   **DOWNLOAD APPLICATION**

Click **SAVE AND CONTINUE**

**Step 22.** This screen will appear. Check the box attesting to the accuracy of the information then sign electronically.

Business Information Project and Site Questions Attachments Review + Submit

Application Review Completed

Attestation

By selecting ACCEPT, you attest to the following:

1. The information provided here is true and accurate to the best of my knowledge and belief.
2. I have uploaded or otherwise submitted all materials required for this project.
3. In compliance with Wisconsin State Law, the installation, alteration, repair or replacement project applied for here has not started on-site and will not start until the plan review process is completed and the project is approved. Exceptions may be granted by the department for Emergency Repairs and Renewals of Expired Plan Approvals.
4. In compliance with Wisconsin State Law, the approval letter issued as a result of this submittal (and where required, the approved plans and/or project description or specification) will accompany our crew on the first day of their work on the site.
5. In compliance with Wisconsin Administrative Code, the approval letter (and where required, the approved plans and/or project description or specification) will remain on site and be available to other trades persons, inspectors and others until successfully completing the final inspection.
6. In compliance with Wisconsin Administrative Code, only appropriately-licensed elevator or lift personnel carrying valid credentials will perform the work submitted here.

Consent to Electronic Signature

I accept

Type your First Name and Last Name as they appear on the application to sign electronically

Elmer Fudd  
(Elmer Fudd)

Submit your Application

After clicking the 'Submit' button below, you will no longer be able to change this application. PLEASE DO NOT USE THE BROWSER'S BACK BUTTON AS THAT MAY OVERWRITE YOUR DATA. If you want to return to your application, simply log out and log back in.

If this application requires payment you will be prompted to begin the payment process. You must complete the payment process before the board will review your application. If this application does not require payment, you will be navigated back to the eLicense home page and the board will review your application.

SAVE & FINISH LATER SUBMIT

Click **SUBMIT**.

**Step 23.** The payment screen will appear. Select **Plan Review** or **All Fees** depending upon whether you would like to pay only for plan review fees or would like to pay any other outstanding fees.

## Elmer J Fudd's Cart

DSPS only accepts payments from US entities.

PLEASE DO NOT USE THE BROWSER'S BACK BUTTON AS THAT MAY OVERWRITE YOUR DATA. To continue paying, select the fees you wish to pay and then press the continue button.

ITEMS >> CHECKOUT >> CONFIRMATION

Pay For:

- None
- Plan Review
- All Fees

## The payment screen will include the DIS- number, project name and fees calculated.

*DSPS only accepts payments from US entities.*

PLEASE DO NOT USE THE BROWSER'S BACK BUTTON AS THAT MAY OVERWRITE YOUR DATA.  
To continue paying, select the fees you wish to pay and then press the continue button.

ITEMS » CHECKOUT » CONFIRMATION

Pay For:  
Plan Review

Select All

<input checked="" type="checkbox"/> Plan Review Fee for DIS-042112767 - MENARDS - 2315 W Bluemound Rd WAUKESHA WI 53186 Waukesha							
Type	Amount	Credential/Permit Type	Credential/Permit Number	Fee Creation Date	Due Date	Tag Number	
ELEV - NCI Plan Review Fee	\$320.00						
ELEV - NCI Permit to Operate Fee	\$50.00						

Total Amount Outstanding : \$370.00

**CONTINUE** Total Due: \$370.00

IMPORTANT NOTE: You may have noticed the city of Waukesha used for this example is in a state-inspected county which would ordinarily require the fee at plan review to include the inspection portion (an additional \$720, in this case). But the fee shown here has been calculated to only include the plan review and first-year PTO portions of the fee, not the inspection.

When using this database, the fees required at the time of the plan review will no longer include a state inspection fee. State inspectors will bill for their fees separately from now on, the same way inspections are billed separately at this time for private inspections.

## Select CONTINUE

*DSPS only accepts payments from US entities.*

PLEASE DO NOT USE THE BROWSER'S BACK BUTTON AS THAT MAY OVERWRITE YOUR DATA.  
To continue paying, select the fees you wish to pay and then press the continue button.

ITEMS » CHECKOUT » CONFIRMATION

Total Amount: \$370.00  
You will be redirected to a payment gateway to complete this transaction

**Step 24. Make payment. This screen will appear.**

## Make a Payment

My Payment

**DSPS Shopping Cart**

**Amount Due** \$370.00

Payment Information

**Frequency** One Time

**Payment Amount** \$370.00

**Payment Date** Pay Now

Contact Information

**First Name**

**Last Name**

**Company**  (Optional)

**Address 1**

**Address 2**  (Optional)

**City**

**State**  Select ▼

**Zip Code**  (Optional)

**Phone Number**

**Email Address**

Payment Method

**Payment Method**  Select ▼

A convenience fee will be charged for this transaction. This fee amount will display on the next page

**Continue**

[Cancel](#)

**Complete the Payment Information and Contact Information, select Payment method. For this example we will select Credit/Debit Card. Select CONTINUE.**

Payment Method

**Payment Method**  Select ▼

- Select
- Select
- Checking or Savings
- Credit/Debit Card**
- ATM Card


A convenience fee will be charged for this transaction.  on the next page where you will be able to cancel or confirm your payment.

**Continue**

[Cancel](#)

Payment Method

**Payment Method** Credit/Debit Card

**Card Number** 4111111111111111 

**Expiration Date** 06 2027

**Card Security Code** 123

Process this credit card as an ATM debit card if eligible

**Card Billing Address**  Use my contact information address  
 Use a different address

A convenience fee will be charged for this transaction. This fee amount will display on the next page where you will be able to cancel or confirm your payment.

[Continue](#) [Cancel](#)

This payment summary screen will appear.

### Review Payment

Please review the information below and select Confirm to process your payment. Select Back to return to the previous page to make changes to your payment.

Payment Details

**Description** WIS\_COM Perm Test Biller  
DSPS Shopping Cart  
http://dsps.wi.gov

**Payment Amount** \$370.00

**Convenience Fee** \$7.40

**Total Amount** \$377.40

**Payment Date** 04/07/2021

Payment Method

**Payer Name** Elmer Fudd

**Card Number** \*1111

**Expiration Date** Jun-2027

**Card Type** Visa

**Confirmation Email** Elmer.Fudd@LooneyTunesElevator.com

Billing Address

**Address 1** 123 Mel Blanc Way

**City** Burbank

**State** CA

**Zip Code** 90009

Contact Information

**First Name** Elmer

**Last Name** Fudd

**Company** Looney Tunes

**Address 1** 123 Mel Blanc Way

**City** Burbank

**State** CA

**Zip Code** 90009

**Phone Number** 1231233333

**Email Address** Elmer.Fudd@LooneyTunesElevator.com

A convenience fee will be charged for this transaction. The fee will be added to the amount of your transaction and is in addition to any fees that may be charged by your financial institution.

[Confirm](#) [Back](#)

**This confirmation screen will appear.**

Note: The additional \$7.40 fee is a requirement of the credit card payment system and cannot be waived by DSPS.

**Confirmation**

The browser back button is not available from this page.

Thank you for making your payment on line.

Please keep a record of your Confirmation Number, or [print this page](#) for your records.

Confirmation Number **XWIX17000020129**

**Continue**

Payment Details

<b>Description</b>	WIS_COM Perm Test Biller DSPS Shopping Cart <a href="http://dsps.wi.gov">http://dsps.wi.gov</a>
<b>Payment Amount</b>	\$370.00
<b>Convenience Fee</b>	\$7.40
<b>Total Amount</b>	\$377.40
<b>Payment Date</b>	04/07/2021
<b>Status</b>	PROCESSED

Payment Method

<b>Payer Name</b>	Elmer Fudd
<b>Card Number</b>	*1111
<b>Card Type</b>	Visa
<b>Confirmation Email</b>	millionaire@mailinator.com

Billing Address

<b>Address 1</b>	123 Mel Blanc Way
<b>City</b>	Burbank
<b>State</b>	CA
<b>Zip Code</b>	90009

Select CONTINUE to complete the plan submittal application process.