

# Submitting a Building Plan Review Application.

Click on "New Application"

Plan Review

Product

+ NEW APPLICATION

MY HISTORY

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

## Your Plan Reviews

To renew, edit, or update your Plan Review, please click on the Options button. Applications for a Plan Review are also shown on the bottom of the dashboard page.

[View and Search all Plan Reviews](#)

SORT BY ▾

	<b>Fire Suppression and Fire Alarm</b> CB-022100002-PRFSFA	<b>PROJECT NAME</b> TOMAHAWK COMMUNITY BANK	<b>PROJECT STREET</b> N3595 COUNTY RD D	<b>PROJECT COUNTY</b> Waukesha	<b>STATUS</b> Conditionally Approved	<b>EXP DATE</b>	<b>REVIEW DATE</b>	<b>OPTIONS ▾</b>
	<b>Commercial Building Petition for Variance</b> CB-022100006-PRPV	<b>PROJECT NAME</b> FIFO 3 Stand Petition	<b>PROJECT STREET</b> 4400 Wonder ST	<b>PROJECT COUNTY</b> Brown	<b>STATUS</b> Conditionally Approved	<b>EXP DATE</b>	<b>REVIEW DATE</b> 2/23/2021	<b>OPTIONS ▾</b>

# 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

Commercial Buildings

Select Permit Type/Plan Review

Commercial Building Only

Select Application Type

Plan Review

Please select an Account [\(Create new account\)](#)

Tester Designs

County

Brown

Municipality

City

Municipality Name

DE PERE

For the Select Area drop-down, select "Plan Reviews".  
For the Program Area drop-down, select "Commercial Buildings"

Click on the drop-down menus and select the appropriate choice for your project.

Use the drop-down menus for County and Municipality and a list of municipalities meeting that criteria will appear. Choose the municipality matching the project's physical location.

Eligibility

Is this a revision to a previously approved plan or a resubmission for a denied plan?

Project or Work Area – The portion of the building area that is actually affected by the project being submitted.

Stand-alone Submittal – A stand-alone submittal is a component submittal that has no associated building submittal. An example would be an existing building HVAC system being redesigned that does not require any building or building system alterations to accomplish. Fire suppression and fire alarm submittals might also be submitted as stand-alone. Note that stand-alone submittals have a 1-year expiration date.

Stories above Grade Plane - Any story with a finished floor surface entirely above the grade plane adjacent to the building or where the finished floor level of the next floor above it is greater than 6' above this same grade plane or 12' above the finished ground level at any point. Also see definition for Grade Plane.

Structural Component Submittal/Component Submittal – Submittal of a building component that is not covered under standard submittals and is typically not available at the time the building and its primary systems are reviewed such as; wood roof or floor trusses, pre-engineered metal building packages, precast plank and wall panels, structural steel or laminated wood members. Structural Component Submittals are usually sent in according to instructions included in the Conditional Approval Letter. Component submittals can include Fire Alarm Systems, Automatic Fire Sprinkler Systems, HVAC, Plumbing and potentially others depending on the timing of the submittal.

Supervising Professional – Licensed individual who is responsible for project oversight and compliance who may or may not be the same as the project Architect, Engineer or Designer.

Once choices are made, click “Save and Continue.”

CANCEL SAVE AND CONTINUE

# Plan Review Search

You can search for an existing building review. To do so, s  
Begin Application or Submit Test to proceed.

\* Plan Review Number/ eSLA Number(DIS# or CB#)

SEARCH

If you don't have a plan review number/eSLA Number, please press Continue to move to stand alone application

CONTINUE

If this is a follow up submittal enter the DIS or CB number in the text field and click "Search."  
Example Numbers are: DIS-031111558 or CB-032000016-PRB  
If the original submittal was completed prior to eSLA, use the Public Look-Up tool to find the new project number corresponding to the previous Transaction ID.

If this is a standalone submittal, click "Continue."

Found following buildings for the permit CB-032100056-PRB. Please select the relevant buildings

Search:

<input type="checkbox"/>	Building Name	Project Name	Site Id	Building Previous Tenant
<input checked="" type="checkbox"/>	1	Two Buildings	SIT-81337	na
<input checked="" type="checkbox"/>	2	Two Buildings	SIT-81337	na

Showing 1 to 2 of 2 entries

1 Next

START APPLICATION

OK

For a follow up submittal, a similar screen will pop up. Select the relevant buildings this submittal is for and hit "Start Application."

### 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"/>	2331 San Luis Pl Green Bay WI 54304 Brown United States	
<input type="checkbox"/>	420 WEST AVE S LA CROSSE WI 54601 United States	

+ ADD ADDRESS

You must select or add the applicant's mailing and public addresses. Check the box next to the applicable address. For a new address hit the "+ Add Address" button.

### 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"/>	2331 San Luis Pl Green Bay WI 54304 Brown United States	
<input type="checkbox"/>	420 WEST AVE S LA	

## 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.

ADDRESS SAVED SUCCESSFULLY

[USE DIFFERENT ADDRESS](#)

2331 San Luis Pl  
Green Bay WI 54304  
Brown  
United States

## 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.

ADDRESS SAVED SUCCESSFULLY

[USE DIFFERENT ADDRESS](#)

2331 San Luis Pl  
Green Bay WI 54304  
Brown  
United States

Once the addresses have been saved, click "Save and Continue."

[SAVE & FINISH LATER](#) **[SAVE AND CONTINUE](#)** [DOWNLOAD APPLICATION](#)





# New Application

Commercial Building Only



## Questions

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

Is this submittal in response to orders addressing construction without conditionally approved plans?

Yes  No

Is this a change of occupancy classification?

Yes  No

Was the design professional's last submission more than two years ago or is the design professional from out of state?

Yes  No

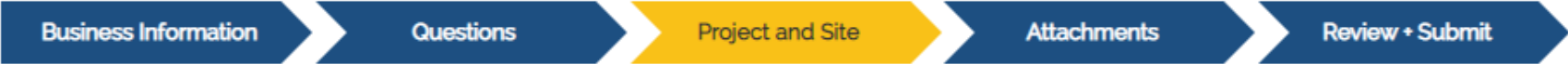
How many non identical buildings are included with this submittal?

Are you including a petition for variance with this submittal?

Yes  No

Please add any comments for the Plan review application for the staff to review(Please enter N/A if not applicable)

Answer each question, the number of non-identical buildings are the number of unique buildings included in this submittal. This number should be larger than 0. In the comment box please leave any comments that would be helpful for DSPS staff. Then select "Save and Continue."



An owner and a designer are required to be listed as affiliations. If the project contains a building that is over 50,000 cubic feet, a Supervising Professional is also required to be added as an affiliation.

volume, a Supervising Professional is required.

### Project and Site

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

### Building Details

Create an Affiliation without searching by email

OR

Search by Email

CANCEL

Affiliations can be created. Existing customers can be searched for by using the email search function.

ADD SITE

ADD UNIQUE BUILDING

SAVE & FINISH LATER    SAVE AND CONTINUE    DOWNLOAD APPLICATION

Green Bay wisconsin 53333

ADD INDIVIDUAL

### 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 3 characters)

CANCEL

Enter the project site information. If the site is existing, please search using the site ID number or complete address.

### Building Details

ADD UNIQUE BUILDING

SAVE & FINISH LATER    SAVE AND CONTINUE    DOWNLOAD APPLICATION

Green Bay wisconsin 54304

ADD INDIVIDUAL

### Project and Site

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

Project/Site Name  
\* Test Site 1234

Location, Number and Street of Project  
\* 12345 Main Street

Location City \* Green Bay      Location Zip Code \* 54304

Legal Description

County \* Brown

Municipality Type \* City      Municipality Name \* GREEN BAY

CANCEL      SAVE

Once site information is entered, click "Save."

When the site is saved, click the "Add Unique Building" button.

### Building Details

ADD UNIQUE BUILDING

SAVE & FINISH LATER      SAVE AND CONTINUE      DOWNLOAD APPLICATION

# Unique Buildings

There are currently 0 Unique building(s) added out of the 1 Unique building(s) stated in the Plan Review - DIS-042112306. Please click **Add New Building** button to add the outstanding Unique building(s).

RETURN TO THE PLAN REVIEW APPLICATION

**+ ADD NEW BUILDING**

Click on the "Add New Building" button if this submittal is not a follow up.

Search:

Building Name	Building Tenant	Building Address	Project Name#	Site Id	Building Application Status	Building Application Name
No data available						

Showing 0 to 0 of 0 entries

Next

If this is a follow up submittal building(s) will be shown in the table. Click on the "Edit" button to add your application's information.

Building Name	Building Tenant	Building Address	Project Name#	Site Id	Building Application Status	Building Application Name	
Nasia street	N/A	123 street	Site	SIT-80938	Submitted	SR-21-0106	<b>EDIT</b>
Robert	N/A	456 street	Site	SIT-80938	Submitted	SR-21-0106	<b>EDIT</b>

Showing 1 to 2 of 2 entries

1 Next



# Add Unique Building

Commercial Building Only



## Plan Review Information

Confirm all information by clicking the "Save and Continue" button.

Applicant Name  
Jason T Tester

Plan Review Number  
DIS-042112306

Plan Review Type  
Commercial Building Only

Plan Review Status  
Pending

**SAVE AND CONTINUE**



# Add Unique Building

Commercial Building Only



## 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

SAVE AND CONTINUE

If there is an existing building on this site that this submittal is for, search for the building by name. Otherwise, click the "Create a New Building" check box.

# Add Unique Building

Commercial Building Only



If there are identical buildings that are included in this submittal, click the “Add identical building” button and repeat as needed.

## Building Information

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

Test ✎ 🗑

Previous Tenant : NA  
Location : 12345 main Street

ADD IDENTICAL BUILDING

SAVE AND CONTINUE

Once entered, click the “Save and Continue” button.



Number of floor levels  
1

Will the total building volume exceed 50,000 cubic ft?  
No

Select the preengineered structural component plans and calculations included at the same time as the building plan submittal (To select multiple, hold ctrl key and select each applicable item.)  
None  
Metal building  
Truss, roof  
Truss, floor

Is this a qualified historic building?  
 Yes  No

Is this a membrane building?  
 Yes  No

Is this a state-owned building?  
 Yes  No

Will the project be supplied with an automatic fire sprinkler system?  
Complete

Select the design standards for the automatic fire sprinkler system (To select multiple, hold ctrl key and select each applicable item.)  
None  
NFPA 13  
NFPA 13R  
NFPA 13D

Will the project be supplied with a fire alarm system?  
Complete

**SAVE AND CONTINUE**

Answer all the questions on the Questions page and click the "Save and Continue" button.



# Add Unique Building

Commercial Building Only



Building Review ✔ Completed

## Submit your Building

Click the "Submit" button to complete the building specific questions and continue with the application process. Do not stop here, your application is not yet complete.

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**

# Unique Buildings

[RETURN TO THE PLAN REVIEW APPLICATION](#)

If applicable, edit all previously reviewed buildings. All buildings are required to be in a "Submitted" status.

Search:

Building Name	Building Tenant	Building Address	Project Name#	Site Id	Building Application Status	Building Application Name	
Test	NA	12345 main Street	Test Site 1234	SIT-81385	Submitted	SR-21-1404	<a href="#">EDIT</a>

Showing 1 to 1 of 1 entries

1 [Next](#)

If this submittal contains multiple unique buildings, click the "Add Building" button to add the subsequent buildings.

If there are no other buildings to add or edit, click on "Return to the Plan Review Applications" button.

There are currently 1 Unique building(s) added out of the 3 Unique building(s) stated in the Plan Review - DIS-012110729. Please click **Add New Building** button to add the outstanding Unique building(s).

[RETURN TO THE PLAN REVIEW APPLICATION](#)

[+ ADD NEW BUILDING](#)

Search:

Building Name	Building Tenant	Building Address	Project Name#	Site Id	Building Application Status	Building Application Name	
Nasia street	N/A	123 street	Site	SIT-80938	Submitted	SR-21-0106	<a href="#">EDIT</a>

## 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.

✓ ADDRESS SAVED SUCCESSFULLY

USE DIFFERENT ADDRESS

2331 San Luis Pl  
Green Bay WI 54304  
Brown  
United States

## 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.

✓ ADDRESS SAVED SUCCESSFULLY

USE DIFFERENT ADDRESS

2331 San Luis Pl  
Green Bay WI 54304  
Brown  
United States

Once you complete the Unique Buildings section, you will be returned to the main application. Review your information and select "Save and Continue" on each page until you reach the Attachments section.

SAVE & FINISH LATER

SAVE AND CONTINUE

DOWNLOAD APPLICATION



### 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 1 GB 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.

For a copy of the Local Official Position Statement form use the following link.  
[SBD9890X.pdf](#)

### Signature page

Please download the signature page from [Link](#), Fill out form and upload the form as an attachment here

ADD ATTACHMENT

### Additional Supporting Documentation

Additional Supporting Documentation such as Required Signature Form, Structural Calculation, Building Envelope Calculations, Specifications, Material Cut Sheets, Heat Loss Calculation, Hydraulic Calculations, Voltage Drop and/or Battery Calculations, Checklists, and Worksheets

ADD ATTACHMENT

### Plan Submittal

Plan Submittal

ADD ATTACHMENT

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

Each "Add Attachment" section is only permitted to have one file uploaded. Please upload your plan set as one PDF and upload all your supporting documents as a single PDF.

The signature page is required when a Supervising Professional is required for a project or when the project is requesting a Permission to start.

When each "Add Attachment" section is complete with one uploaded file per section, select "Save and Continue."

Business Information

Project and Site

Questions

Attachments

Review + Submit

## Application Review

We've reviewed your application and have found the following errors. Please correct these errors and review your application again.

Project and Site:

**!** [Project and Site Information - You must have one site.](#)

If your application is missing information, you will be given an error message. You can click on the blue text to take you to the page to correct the information.

When you've completed the application, the Review + Submit section will provide the attestation. Read and accept, electronically sign the application, and click the "Submit" button.

DESIGNERS Statement (SPS 361.20, 361.3) application is responsible for preparing and certifying that the application is based on his/her knowledge to comply with the applicable codes of the Industry Services Division for this submittal. If a building, following construction of this project, contains more than 50,000 cubic feet in volume, plans are required to be prepared, signed, sealed and dated by a Wisconsin-registered engineer, architect, or designer [SPS 361.31(1)]. Signatures and seals affixed to the plans shall be original.

Consent to Electronic Signature

I accept

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

(Jason Tester)

## 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

To continue paying, select the fees you wish to pay and then press the continue button.

ITEMS » CHECKOUT » CONFIRMATION

Pay For:  
All Fees

You will be routed to the cart. From here select the drop down for all fees.

<input type="checkbox"/> Select All						
<input type="checkbox"/> Plan Review Fee for DIS-022111156 - pro1 - 1 STANLEY WI 456 Clark						
Type	Amount	Credential/Permit Type	Credential/Permit Number	Fee Creation Date	Due Date	Tag Number
Waterslide-Structural Review	\$1,200.00					
Total Amount Outstanding : \$1200.00						
<input checked="" type="checkbox"/> Plan Review Fee for DIS-042112306 - Test Site 1234 - 12345 Main Street GREEN BAY WI 54304 Brown						
Type	Amount	Credential/Permit Type	Credential/Permit Number	Fee Creation Date	Due Date	Tag Number
Delegated Building Plans Fee	\$250.00					
Plan Submittal Fee	\$100.00					
Total Amount Outstanding : \$350.00						
<input type="checkbox"/> Plan Review Fee for DIS-032111565 - Jason test - 100 Hope Street PULASKI WI 54162 Brown						
Type	Amount	Credential/Permit Type	Credential/Permit Number	Fee Creation Date	Due Date	Tag Number
Non Delegated HVAC Plans Fee	\$450.00					
Plan Submittal Fee	\$100.00					
Total Amount Outstanding : \$550.00						

Find the project that you wish to pay for and mark the check box. Then select "Continue" at the end of the page.

PLEASE NOTE: Your application is not in DSPS's queue until you pay the associated fees.

## Jason T Tester'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

Total Amount: \$350.00

You will be redirected to a payment gateway to complete this transaction



Select the continue button to move to the US Bank payment portal.

Once you pay the fees, your submittal is complete. The submittal will be triaged and you will be contacted if we have any additional questions. Thank you