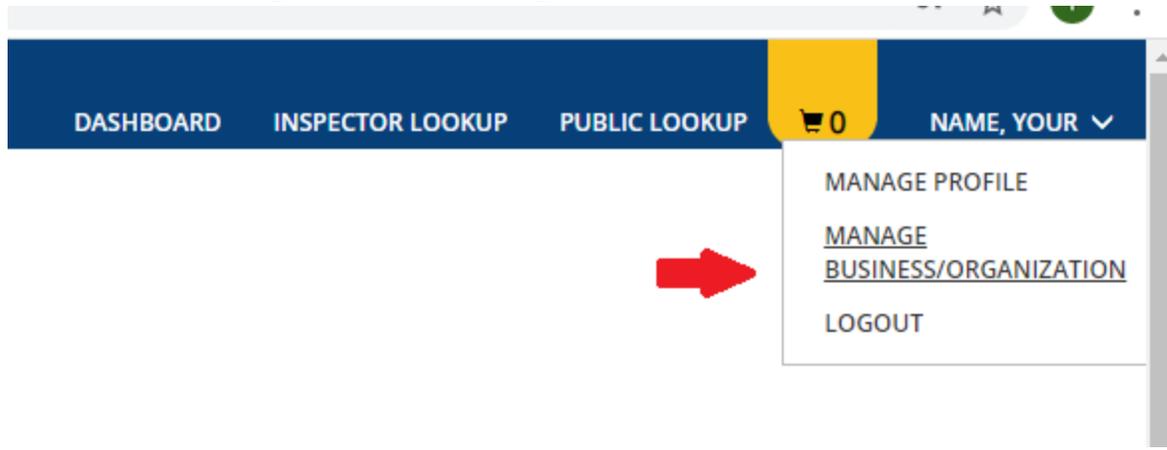# How to submit for a Plumbing Plan Review

1. Log into eSLA at esla.wi.gov
2. Enter in your email and password to eSLA
3. Once logged in, hover over your name in the upper right corner, click on "Manage Business/Organization"

4. You will see your business list at the top of the page. You must see the owner of the project you are requesting a review for in that list. If you do see that business, continue to step 6.
5. If you do not see the owner of the project in this list, you will need to add them. To do this, you first need to obtain their security code. See the procedure at: Customer Guide: Add Existing Business.
6. Once you have added the business you are doing work for, you now click on "Dashboard"

7. **Click on the "Plan Review" tab, then click on "New Application"**
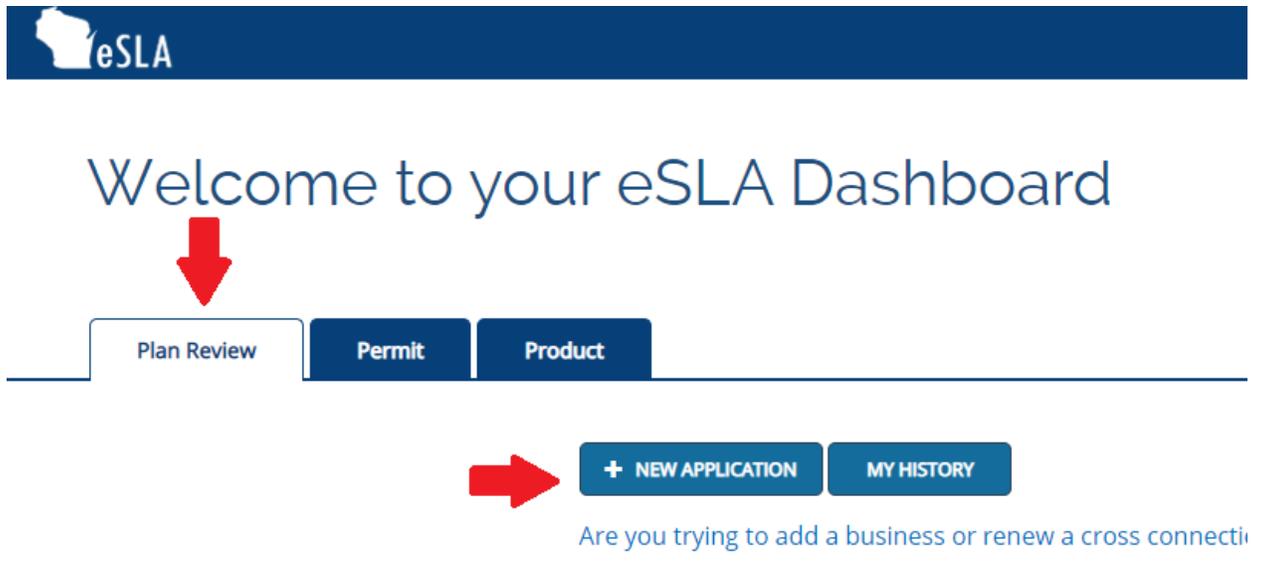
8. **Fill out the Field "Select Area" as Plan Review**
9. **Fill out the Field "Select Program Area" as Plumbing**
10. **Fill out the Field "Select Permit Type/Plan Review" to fit your plans proper choice**

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

| Plumbing ▾ |

Select Permit Type/Plan Review

| --None-- ▾ |

| --None-- |
| Building & Site Specific Plumbing Plan Review |
| Building Specific only Plumbing Plan Review |
| Campground and Rec Vehicle Park Plumbing Plan Review |
| Manufactured Home Community Plumbing Plan Review |
| Plumbing Petition for Variance |
| Site Specific Only Plumbing Plan Review |

Application Instructions

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

11.   **Fill out the Field "Select Application Type" with Plan review**

12.   **Fill out the Field" Please select an Account" with the Owner of the project**

Select Application Type

| Plan Review ▾ |

Please select an Account

| --None-- ▾ |

| --None-- |
| Your associated business |

13.   **Click on "Save and Continue" at the bottom of the page**

| CANCEL | | **SAVE AND CONTINUE** |

14.   **Enter in all required Fields for your personal information**

| Business Information | Project and Site | Questions | Attachments |

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
Your

Middle Name

Last Name
Name

SSN
1591

Phone Number
* (608) 266-2112

Email Address
* Your email here

15.   Mailing address is for the OWNER of the project. If you see the address listed that you need, select it and choose "Save as Mailing". If you do not see it, click "+Add Address" then click the box for "Use this address as Mailing" and enter in all required (*) Fields. Click "Save"

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.

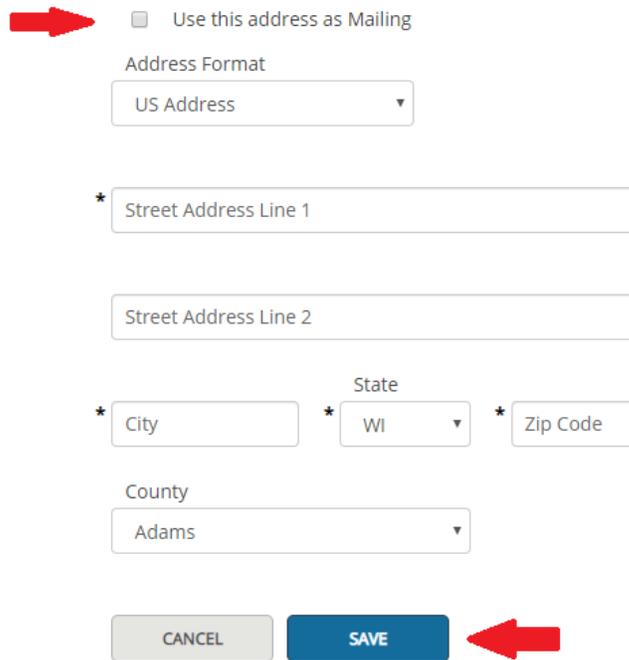☐ Use this address as Mailing

Address Format

US Address ▼

* Street Address Line 1

Street Address Line 2

State

* City   * WI ▼   * Zip Code

County

Adams ▼

CANCEL   **SAVE**

16.   For Public address, follow step 15 and click on "Save as Public" then click "Save and Continue"

17.   If you do see the address, select the grey box for the address you want, then click "Save as Mailing" then Click the grey box for the public address and click "Save as Public", Then click "Save and Continue"

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**

☐   🗑

owners
address
city WI 12345
Adams
United States

+ ADD ADDRESS   **SAVE AS MAILING**   ← #1

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**

☐   🗑

owners
address
city WI 12345
Adams
United States

+ ADD ADDRESS   **SAVE AS PUBLIC**   ← #2

SAVE & FINISH LATER   **SAVE AND CONTINUE**   **DOWNLOA**

↑ #3

18.   Affiliation Information click on "Create an Affiliation without searching by email" fill out all required (*) fields for either the Designer, Installer or Owner, click "Save"

19. **Project/Site Information click on "create without searching". Fill in required fields then click "Save" and then click "Save and Continue"**

20. **Answer all questions in the Questions tab. If they do not apply, please enter a "0" or "N/A".**

- **All plans MUST be submitted via eSLA effective April 9, 2020 per Executive Order #22.**

- **Must be a minimum of "1" building**

When done, click "Save and Continue"

Business Information → **Project and Site** → **Questions** → **Attachments** →

Questions

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

General Questions

Does this submittal contain a health care facility and related facility?
More Info

○ Yes   ○ No

Does this submittal contain a plumbing system serving a structure greater than or equal to 5 stories in height?

○ Yes   ○ No

Does this submittal include a plumbing system serving an apartment, condominium, hotel, or motel?

○ Yes   ○ No

Is this submittal requesting a permission to start? More Info

○ Yes   ○ No

How would you like to be contacted after the plans are reviewed?

[▼]

21.   Attachments tab Upload your completed plans with correct and complete information for review

| Site | Questions | Attachments | |

Submit Plan Building Site Specific

Submission of Plan Review

(Maximum file size for submission is 1GB)

ADD ATTACHMENT

22.   **Click on the black folder to upload, then click "upload"**

The maximum file size allowed is 1GB

Submission
Submit Plan Building Site Specific

⊘   📂 ⬅

Cancel   Upload

23.   **Once done uploading, click "Cancel" to get back to the tabs**

The maximum file size allowed is 1GB
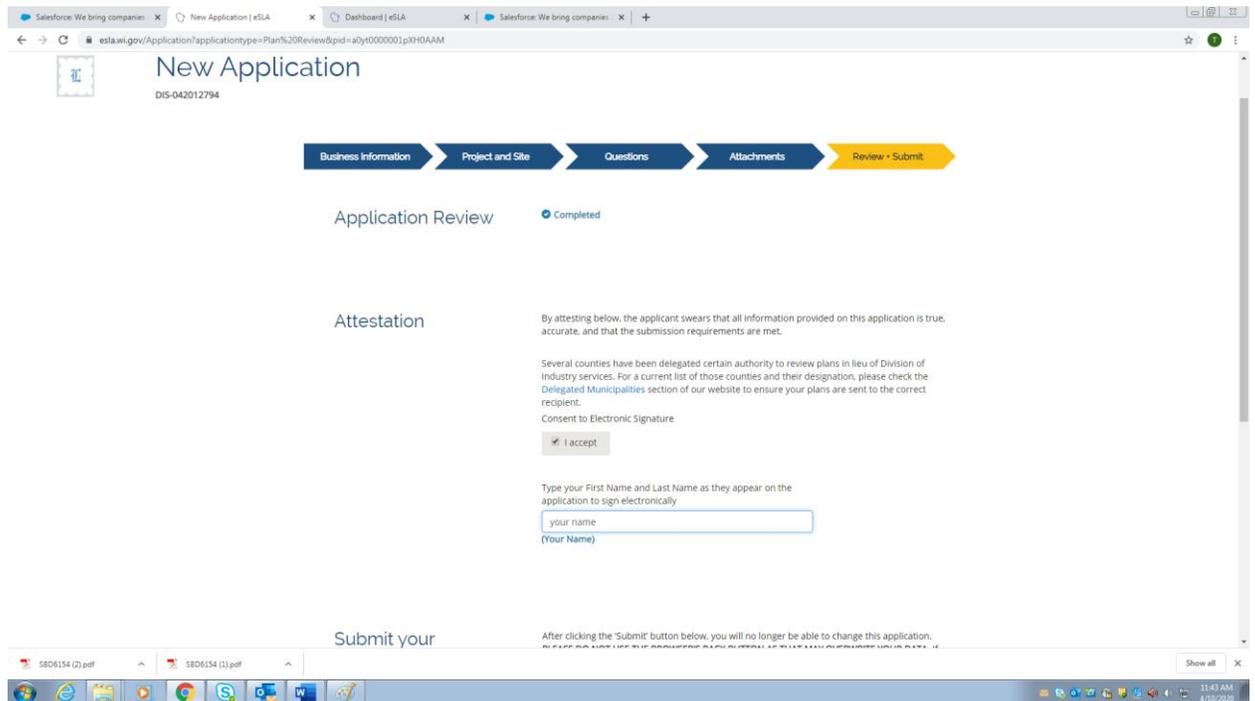
Submission
Submit Plan Building Site Specific

✅ **Success:**
File upload has completed. ⬅

Test upload.docx   ⊘   📂

Cancel   Upload
⬆

24.   **Click "Save and Continue"**

25. **Review and submit tab, click "Completed", sign your name and click "Submit"**

26. **You will now add your building details. (Please note, even site specific only need to answer the add building questions as some questions are part of the details)**

27. **Plan Review Details Tab, click "Save and Continue"**

28. Building Details Tab, "Create New Building" enter the Project Site name that you entered earlier. Click "Save" then click "Save and Continue"

29. Questions tab, Answer all questions. If it does not relate to your plan, enter "0" or "NA" click "Save and Continue" when done

30. Review Submit Tab, click "Accept" type in your name

31. Submit

32.   Click "Show available times"

33.   Click "Select" on the date you want for your review

Search Option

| All Available Times ▼ | | **SHOW AVAILABLE TIMES** |

April						❯
Sunday	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**	**Saturday**
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17 Select	18
19	20 Select	21 Select	22	23 Select	24 Select	25
26	27 Select	28 Select	29	30 Select	1	2

34.   Click " Confirm"

35.   Click "Proceed to cart"

36.   Select the plan review you want to pay for

Pay For:

Plan Review

☐ Select All

☑ Plan Review Fee for DIS-xxxxxxxx

Type
Water Distribution Diameter

CONTINUE   Total Due: **$50.00**

37.   Click "Continue"

Your Name's Cart

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

ITEMS » CHECKOUT » CONFIRMATION

Total Amount: $50.00
You will be redirected to a payment gateway to complete this transact

BACK   CONTINUE

38.   You are then routed to the payment site hosted by US Bank. Fill in the fields with the required information. Save your confirmation of payment for your records.

39.   You will receive and email from DSPS with your review schedule date and reviewer.

40.   You have successfully completed your Plumbing Plan Review Submittal. You may now close out of eSLA.