

# INSPECTOR ASSOCIATION WINTER UPDATE 2017



## ADMINISTRATIVE UPDATE UDC PROGRAM

Presenter: Alison Humski, UDC Consultant

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# WI Building Inspector Association

## WINTER UPDATE – UDC

### TODAYS AGENDA Room 1

7:45 – 9:00 am	Administrative/Legislative Update	Alison Humski
9:00 – 10:00 am	Mechanical Session: REScheck	Lenny Kanter
10:00 – 10:15 am	Break	
10:15 – 11:30 am	UDC Construction Inspections	Jack Wotruba
11:30 – 12:30 pm	Lunch	
12:30 – 1:30 pm	UDC Construction Inspections	Jack Wotruba
1:30 – 2:30 pm	Deck Code	Alison Humski
2:30 – 2:45 pm	Break	
2:45 – 3:45 pm	UDC Mechanical Inspection	Lenny Kanter

# WI Building Inspector Association

## WINTER UPDATE – UDC

### TODAYS AGENDA Room 2

7:45 – 10:00 am	UDC Construction Inspections	Jack Wotruba
10:00 – 10:15 am	Break	
10:15 – 11:30 am	Administrative/Legislative Update	Alison Humski
11:30 – 12:30 pm	Lunch	
12:30 – 1:30 pm	Mechanical Session: REScheck	Lenny Kanter
1:30 – 2:30 pm	UDC Mechanical Inspection	Lenny Kanter
2:30 – 2:45 pm	Break	
2:45 – 3:45 pm	Deck Code	Alison Humski

# Mission Statement

The mission of the Department of Safety and Professional Services (DSPS) is to promote economic growth and stability while protecting the citizens of Wisconsin as designated by statute. DSPS and related professional boards protect the citizens of Wisconsin by ensuring the safe and competent practice of licensed professionals; performing inspections of commercial buildings, amusement rides, boilers, elevators, pressurized gas systems, and electrical systems; and performing plan reviews of commercial building, plumbing, fire suppression, elevators, boilers, and private onsite wastewater treatment systems.

# Administrative Updates

- DSPS Organization
- Rule Making Process
- ACT 211
- Electronic Erosion Control Audits
- Email Blasts Signup

# Safety & Professional Services Department Organization

- Secretary: Dave Ross
- Deputy Secretary: Eric Esser
- Assistant Deputy Secretary: Jeff Weigand
- Division Administrator: Kirsten Reader

# Division of Industry Services

## 2 Bureaus:

- **Technical Services**

Amy Millard, Bureau Director

- **Field Services**

Vacant, Bureau Director

# Field Services Bureau

- Robin Zentner, Section Chief over Commercial Building Inspectors
- Kim Schmitt, Section Chief over Boilers and Elevators
- Brad Johnson, Section Chief over POWTS

# Technical Services Bureau

- Vacant, Section Chief over UDC, Electrical & Fire Suppression Plan Review
- Steve Dobratz, Section Chief over Commercial Plan Review
- Tom Braun, Section Chief over Plumbing

# UDC Program Assignments

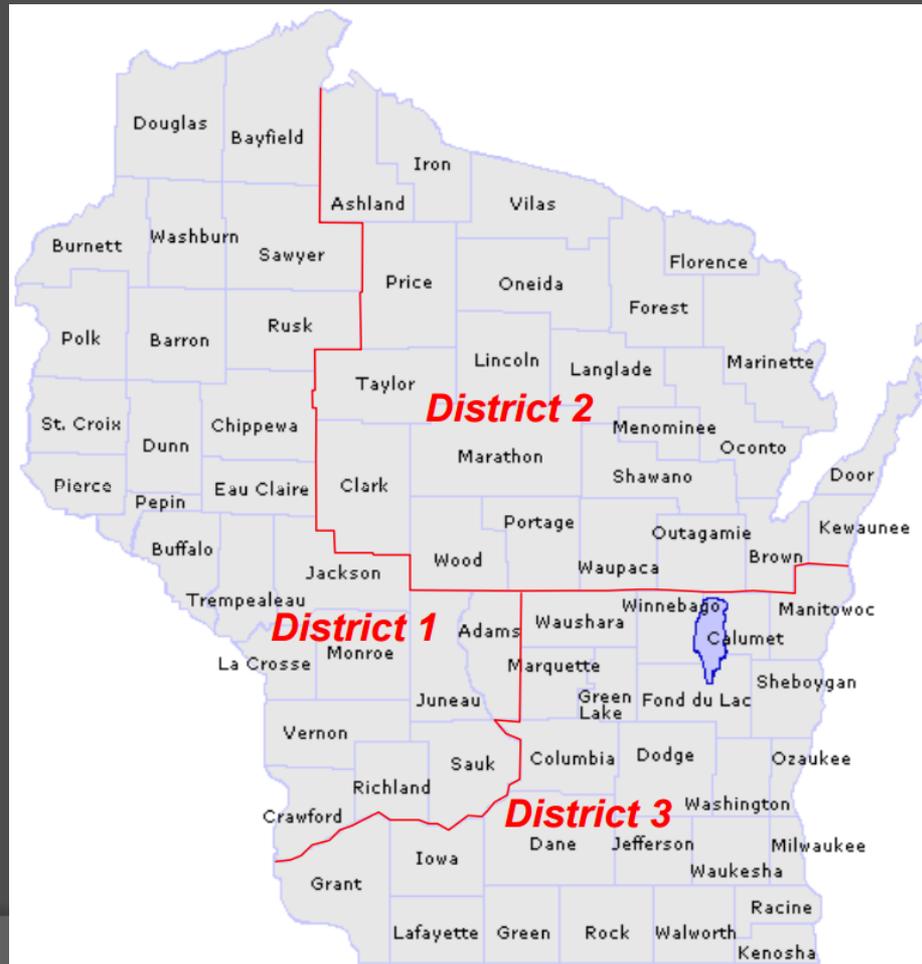
- Bureau Director : Amy Millard (608) 266-1816
- Supervisor: Amy Millard (608) 266-1816
- E-mail  
firstname.lastname@wisconsin.gov

# UDC Consultants

District 1: Lenny Kanter (608) 261-6541

District 2: Jack Wotruba (920) 360-0020

District 3: Alison Humski (920) 492-6500



# RULE MAKING PROCESS

# Rulemaking

WISCONSIN  
DEPARTMENT OF SAFETY AND PROFESSIONAL SERVICES

Boards and Councils | Licenses/Permits/Registrations | Online Services | Plan Review | Complaints & Inspections | Other Services

### Uniform Commercial Building Code Update

2013 Act 270 established the Wisconsin Uniform Commercial Building Code, while allowing municipalities to grandfather fire detection, prevention, and suppression ordinances.

[Click here](#) for more information and a list of grandfathered ordinances.

- [Prescription Drug Monitoring Program \(PDMP\)](#)
- [Industry Services \(Safety & Buildings\)](#)
- [License Renewal](#)
- [Application Forms](#)
- [License Look-Up](#)
- [Latest News](#)
- [Rules and Regulations](#)
- [Look Up Orders & Disciplinary Actions](#)
- [Request List of License Holders](#)
- [Calendar](#)

*The mission of the Department of Safety and Professional Services is to promote economic growth and stability while protecting the citizens of Wisconsin as designated by statute.*

[DSPS Home](#) | [About Us](#) | [Contact Us](#) | [Site Map](#) | [Wisconsin.Gov](#)

100% 4:21 PM 4/14/2015

# Rulemaking

The screenshot shows a web browser window displaying the website for the Wisconsin Department of Safety and Professional Services. The browser's address bar shows the URL <http://dps.wi.gov/Boards-Councils>. The website header includes the Wisconsin state logo and the text "WISCONSIN DEPARTMENT OF SAFETY AND PROFESSIONAL SERVICES". Below the header is a navigation menu with the following items: "Boards and Councils", "Licenses/Permits/Registrations", "Online Services", "Plan Review", "Complaints & Inspections", and "Other Services".

The main content area is titled "BOARDS AND COUNCILS" and features a grid of eight links, each with a representative image and a text label:

- [Administrative Rules and Statutes](#)
- [Agendas](#)
- [Apply to Serve on a Board or Council](#)
- [Board Member Access](#)
- [Board and Council Listing](#)
- [Calendar](#)
- [Meeting Minutes](#)
- [Request Agenda Item](#)

A large blue arrow points from the right side of the screen towards the "Request Agenda Item" link. At the bottom of the page, there is a footer with the text "DSPS Home | About Us | Contact Us | Site Map | Wisconsin.Gov". The Windows taskbar at the bottom shows the system tray with the date and time "4:24 PM 4/14/2015" and various application icons.

# Submit Items for Consideration

Boards and Councils

Licenses/Permits/Registrations

Online Services

Plan Review

Complaints & Inspections

Other Services

## DSPS PUBLIC BOARD AGENDA ITEM

Please use this form to submit an item for consideration at a board or council meeting. Please visit our [Board and Council Listing](#) page for information on professions regulated by each board. You may be asked to appear at the meeting to present and explain your request. Before submitting your request, please consult your [Profession Specific Codebook](#) which will contain the answer to most questions. Please note, neither the Department nor the Boards can respond to the following issues: potential or ongoing litigation, billing, business advice, employer / employee disputes, legal opinions, and questions involving professional judgment or discretion.

### FILL OUT THIS FORM

• Board:

• First Name:

• Last Name:

Association/Organization:

• Address Line 1:

Address Line 2:

• City:

• State:

• Zip:

Phone Number:

• Email:

• Subject:

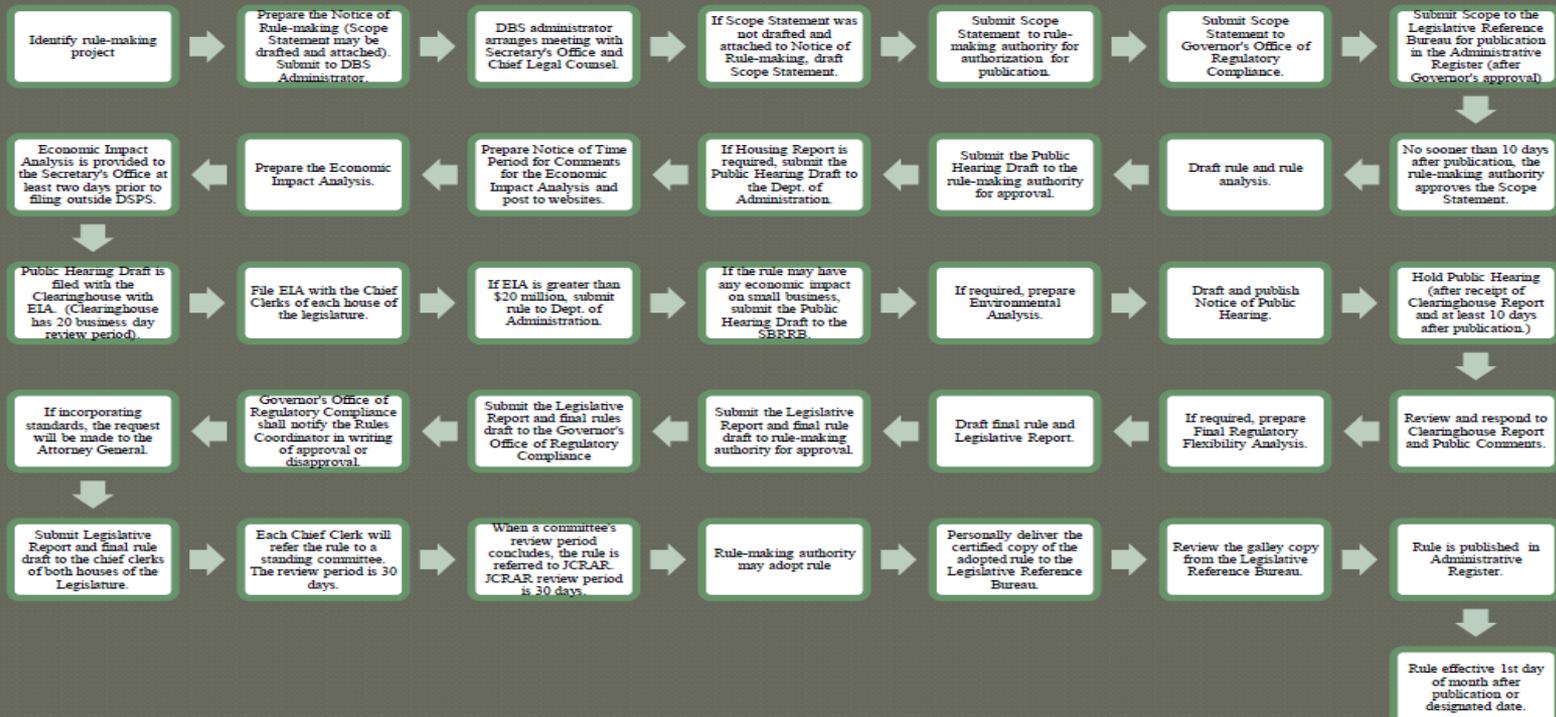
• Message:

# Code Update Process

- ⦿ Advisory committee needs to be assembled.
  - Members may need to be from specific group, i.e.. Inspectors, Contractors, A/E or material suppliers. Goal of a balanced committee of stakeholders.
- ⦿ Committee review of new standard(s)
  - Typically monthly meetings to review sections and chapters of the standards. Several codes reference multiple standards. IBC has numerous secondary references that need review.
- ⦿ Statutory rulemaking process 12-18 months.
- ⦿ Publication and implementation date maybe delayed for seasonal reasons.

# Rulemaking Process

## Its Complicated



# Rulemaking Packages (Completed)

- SPS 305 - Certification to Inspect Fire Detection, Prevention and Suppression Devices
- SPS 320-325 - Uniform Dwelling Code Updates, Wall Bracing and Deck packages
- SPS 321 - Natural Light in Rooms over Garages
- SPS 322 - Crawl Space Ventilation

# Rulemaking Projects (In Progress)

- SPS 316 - 2017 NEC adoption
- SPS 330 - Fire Department Health and Safety Update
- SPS 327 - Camping Units
- SPS 320 - Electronic Notification of Inspection Results
- SPS 360 - Erosion Control, Update Package
- SPS 360-366 - Commercial Building Code
  - Update to 2015 ICC Suite(IBC,IMC, IEBC, IEEC,IFGC)
- SPS 381-387 - POWTS and Wisconsin Fund review and update

# Rulemaking projects (On deck)

- SPS 307, 308 - Explosives, Fireworks, Mines, Pits and Quarries – Updates
- SPS 381-387 and 390 - Plumbing, Update
- SPS 390 - Swimming Pools

# Additional Rulemaking

- Additional rulemaking that DSPS is responsible for includes:
- A/E, Chiropractic, Cosmetology, Dentistry, Medical Examining, Nursing, Optometry, Pharmacy, Psychology, Real Estate and other Boards and Councils.

# 2015 ACT 211



Wis. Stats.101.63(7) Prescribe and furnish to municipal authorities a standard building permit form for all new one- and 2-family dwellings. On or before January 2, 2017, the department shall furnish to municipal authorities the standard building permit form prescribed under this subsection in electronic form.

# What does this mean?

The DSPS must provide an electronic version of the Wisconsin Uniform Building permit to municipalities by January 2, 2017.

Wis. Stats. 101.63(7m) A municipal authority shall begin implementation of the system established under this subsection no later than January 2, 2018.

101.65 (3) Shall use the standard building permit form prescribed and furnished by the department (4) Not later than the 15th day of the first month beginning after issuance of each building permit, electronically file a copy of the permit issued with the department.

# What does this mean?

- By January 2, 2018, every municipality must provide their permit forms electronically to the DSPS.
- Permits must be sent to the DSPS by 15<sup>th</sup> of the first month after it is issued.
- There are 3 ways to provide this information to the DSPS.

Example:

- Permit issued May 14<sup>th</sup>
- Must be entered by June 15<sup>th</sup>

Dept of Safety & Professional Services Industry Services Division Wisconsin Stats. 101.63, 101.73		Wisconsin Uniform Building Permit Application				Application No.	
Instructions on back of second ply. The information you provide may be used by other government agency programs [Privacy Law, s. 15.04 (1)(m)]		Parcel No.					
<b>PERMIT REQUESTED</b> <input type="checkbox"/> Constr. <input type="checkbox"/> HVAC <input type="checkbox"/> Electric <input type="checkbox"/> Plumbing <input type="checkbox"/> Erosion Control <input type="checkbox"/> Other:							
Owner's Name		Mailing Address		Tel.			
Contractor Name & Type Dwelling Contractor (Constr.)		Lic/Cert#		Mailing Address		Tel. & Fax	
Dwelling Contr. Qualifier		The Dwelling Contr. Qualifier shall be an owner, CEO, COB or employee of the Dwelling Contr.					
HVAC							
Electrical							
Plumbing							
<b>PROJECT LOCATION</b>		Lot area Sq.ft. <input type="checkbox"/> One acre or more of soil will be disturbed		Town/Village/City of _____, IA, _____, IA, of Section _____, T. _____, N. R. _____, E/W			
Building Address		County		Subdivision Name		Lot No. Block No.	
Zoning District(s)		Zoning Permit No.		Setbacks: Front _____ ft. Rear _____ ft. Left _____ ft. Right _____ ft.			
<b>1. PROJECT</b>		<b>3. OCCUPANCY</b>		<b>6. ELECTRIC</b>		<b>9. HVAC EQUIP.</b>	
<input type="checkbox"/> New <input type="checkbox"/> Repair <input type="checkbox"/> Alteration <input type="checkbox"/> Raze <input type="checkbox"/> Addition <input type="checkbox"/> Move <input type="checkbox"/> Other:		<input type="checkbox"/> Single Family <input type="checkbox"/> Two Family <input type="checkbox"/> Garage <input type="checkbox"/> Other:		<input type="checkbox"/> Entrance Panel Amps: <input type="checkbox"/> Underground <input type="checkbox"/> Overhead <input type="checkbox"/> Other:		<input type="checkbox"/> Furnace <input type="checkbox"/> Radiant Basehd <input type="checkbox"/> Heat Pump <input type="checkbox"/> Boiler <input type="checkbox"/> Central AC <input type="checkbox"/> Fireplace <input type="checkbox"/> Other:	
<b>2. AREA INVOLVED (sq ft)</b>		<b>4. CONST. TYPE</b>		<b>7. WALLS</b>		<b>12. ENERGY SOURCE</b>	
Unit 1 Unit 2 Total		<input type="checkbox"/> Site-Built <input type="checkbox"/> MHU per WIUDC <input type="checkbox"/> Timber/Pole HUD <input type="checkbox"/> Other:		<input type="checkbox"/> Wood Frame <input type="checkbox"/> Steel <input type="checkbox"/> ICF <input type="checkbox"/> Other:		<input type="checkbox"/> Fuel <input type="checkbox"/> Nat Gas <input type="checkbox"/> LP <input type="checkbox"/> Oil <input type="checkbox"/> Elec <input type="checkbox"/> Solid Solar Geo <input type="checkbox"/> Space Htg <input type="checkbox"/> Water Htg <input type="checkbox"/> Other:	
Living Area		<b>5. STORIES</b>		<b>8. USE</b>		<b>13. HEAT LOSS</b>	
Deck/Porch		<input type="checkbox"/> 1-Story <input type="checkbox"/> 2-Story <input type="checkbox"/> Other: <input type="checkbox"/> Plus Basement		<input type="checkbox"/> Seasonal <input type="checkbox"/> Permanent <input type="checkbox"/> Other:		BTU/HR Total Calculated Envelope and Infiltration Losses (available from "Total Building Heating Load" on Rescheck report)	
Totals				<b>10. SEWER</b>		<b>14. EST. BUILDING COST w/ LAND</b>	
				<input type="checkbox"/> Municipal <input type="checkbox"/> On-Site Well		\$	
<p>I understand that I am subject to all applicable codes, laws, statutes and ordinances, including those described on the reverse side of the last ply of this form, am subject to any conditions of this permit, understand that the issuance of this permit creates no legal liability, express or implied, on the state or municipality, and certify that all the above information is accurate. If one acre or more of soil will be disturbed, I understand that this project is subject to ch. NR 151 regarding additional erosion control and stormwater management and the owner shall sign the statement on the back of the permit if not signing below. I expressly grant the building inspector, or the inspector's authorized agent, permission to enter the premises for which this permit is sought at all reasonable hours and for any proper purpose to inspect the work which is being done.</p> <p>I vouch that I am or will be an owner-occupant of this dwelling for which I am applying for an erosion control or construction permit without a Dwelling Contractor Certification and have read the cautionary statement regarding contractor responsibility on the reverse side of the last ply of this form.</p>							
APPLICANT (Print): _____				Sign: _____ DATE: _____			
<b>APPROVAL CONDITIONS</b> This permit is issued pursuant to the following conditions. Failure to comply may result in suspension or revocation of this permit or other penalty. <input type="checkbox"/> See attached for conditions of approval.							
<b>ISSUING JURISDICTION</b>		Town of _____ Village of _____ City of _____ County of _____ State _____		State-Contracted Inspector Agency#:		Municipality Number of Dwelling Location _____	
<b>FEES:</b>		<b>PERMIT(S) ISSUED</b>		<b>WIS PERMIT SEAL #</b>		<b>PERMIT ISSUED BY:</b>	
Plan Review \$ _____		<input type="checkbox"/> Construction <input type="checkbox"/> HVAC <input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing <input type="checkbox"/> Erosion Control		_____		Name _____	
Inspection \$ _____						Date _____ Tel. _____	
Wis. Permit Seal \$ _____						Cert No. _____	
Other \$ _____							
Total \$ _____							
SBD-5823(R0716) Distribute: <input type="checkbox"/> Ply 1 - Issuing Jurisdiction; <input type="checkbox"/> Ply 2 - Issuer forwards to state w/in 30 days; <input type="checkbox"/> Ply 3 - Inspector; <input type="checkbox"/> Ply 4 - Applicant							

# Failure To Submit Permit Information

If a city, village, town, or county fails to file with the department an electronic copy of an issued permit not later than the last day of the first month beginning after the issuance of the permit, the city, village, town, or county shall refund to the person to whom the building permit was issued an amount equal to the difference between the amount paid by that person to the respective city, village, town, or county for that permit and the portion of the permit fee remitted by the city, village, town, or county to the department, if any. This subsection first applies to a city, village, town, or county beginning on the date the city, village, town, or county begins implementation of the system required under s. 101.63 (7m).

# What does this mean?

If the municipality fails to enter the permit by the end of the month\* after the permit was issued, a refund of the amount paid for the building permit minus the State seal shall be given.

## EXAMPLE

FEES:	
Plan Review	<u>\$549.12</u>
Inspection	<u>\$75</u>
Wis. Permit Seal	<u>\$33</u>
Other	<u>\$140 not included</u>
Total	<u>\$797.12</u>

657.12-33(permit seal charge)=  
**\$624.12** refund amount

It is advised to separate fees not associated with building permit from plan review and inspections to avoid refunding those. I.e. electrical, plumbing, HVAC, zoning

\*End of the month is a grace period

# When does the clock start?

1. The permit puller must submit all required plans, data, and completed permit.
  2. The plans, data and permit has been reviewed.
  3. The approved permit fee has been paid.
- Once all three steps have been completed, then the clock to submit the permit starts.

\*If you have a completed permit you may immediately submit to the State.

# Three Methods to Submit

- Applicants file permits electronically directly to the municipality through the DSPS system
- Municipality may use the DSPS created Excel template to manually enter all permit information
- Data connector software web service for 3<sup>rd</sup> party permitting software (i.e. iworq, civicpermits, Meritage)\*

\*Municipality's IT must contact IT at DOA to coordinate this service for compatibility.  
This will be available after January 1, 2017.

# Online Application



WISCONSIN

DEPARTMENT OF SAFETY AND PROFESSIONAL SERVICES



Boards and Councils

Licenses/Permits/Registrations

Online Services

Plan Review

Complaints & Inspections

Other Services

## ONE- AND TWO-FAMILY DWELLINGS (UNIFORM DWELLING CODE) PROGRAM



The Uniform Dwelling Code (UDC) is the statewide building code for one- and two-family dwellings built since June 1, 1980. The Industry Services Division provides consultation and education concerning UDC construction standards and inspection procedures. Building materials are evaluated for conformance with standards. UDC inspection and contractor credentials are administered. The UDC is enforced in all Wisconsin municipalities.

Questions regarding the Uniform Dwelling Code can be sent to: [DSPSSBUDCtech@wi.gov](mailto:DSPSSBUDCtech@wi.gov)

[Administrative Code and Commentary](#)

[Act 211 Electronic Building Permit System](#)

**[Act 211 Electronic Building Permit System](#)**

# Scroll Down To Last Section

## **Permit Pullers**

Permit puller must submit all required plans and data directly to the municipality per municipality's instructions. The plans, data and permit must be reviewed, and the approved permit fee must be paid before the permit is considered an issued permit.

To file a building permit for a new one- and two- family dwelling, contact the municipality directly to determine how building permit applications should be filed.

To access the Electronic Building Permit System, please click [here.](#) 

If you have questions on how to use the Electronic Building Permit System, please utilize the [Requesting Electronic Building Permit FAQ.](#)

# Online Application

## Opening Screen

### Wisconsin Department of Safety and Professional Services Division of Industry Services



#### Online Building Permit System Instructions

The Online Building Permit System was developed by the DPS to allow municipalities to gain compliance with [2015 Act 211](#). Not all municipalities utilize the Online Building Permit System. If you do not see your municipality on the next page, your municipality should be contacted directly on how to submit a building permit.

The owner, builder, or agents shall complete the application form and the Online Building Permit System will route it to your enforcing jurisdiction. Permit application data is used for statewide statistics on new one- and two- family dwellings, as well as for local code administration.

#### [APPLICANT FREQUENTLY ASKED QUESTIONS](#)

#### Cautionary Statement to Owners Obtaining Building Permits

101.65(lr) of the Wisconsin Statutes requires municipalities that enforce the Uniform Dwelling Code to provide an owner who applies for a building permit with a statement advising the owner that:

If the owner hires a contractor to perform work under the building permit and the contractor is not bonded or insured as required under s. 101.654 (2) (a), the following consequences might occur:

(a) The owner may be held liable for any bodily injury to or death of others or for any damage to the property of others that arises out of the work performed under the building permit or that is caused by any negligence by the contractor that occurs in connection with the work performed under the building permit.

(b) The owner may not be able to collect from the contractor damages for any loss sustained by the owner because of a violation by the contractor of the one- and two- family dwelling code or an ordinance enacted under sub. (1) (a), because of any bodily injury to or death of others or damage to the property of others that arises out of the work performed under the building permit or because of any bodily injury to or death of others or damage to the property of others that is caused by any negligence by the contractor that occurs in connection with the work performed under the building permit.

#### Cautionary Statement to Contractors for Projects Involving Building Built Before 1978

If this project is in a dwelling or child-occupied facility, built before 1978, and disturbs 6 sq. ft. or more of paint per room, 20 sq. ft. or more of exterior paint, or involves windows, then the requirements of ch. DHS 163 requiring Lead-Safe Renovation Training and Certification apply. Call (608)261-6876 or go to the Wisconsin Department of Health Services' lead homepage for details of how to be in compliance.

#### Wetlands Notice to Permit Applicants

You are responsible for complying with state and federal laws concerning the construction near or on wetlands, lakes, and streams. Wetlands that are not associated with open water can be difficult to identify. Failure to comply may result in removal or modification of construction that violates the law or other penalties or costs. For more information, visit the Department of Natural Resources wetlands identification web page or contact a Department of Natural Resources service center.

#### Contractor Credential Requirements

All contractors shall possess an appropriate contractor credential issued by the Wisconsin Department of Safety and Professional Services. Contractors are also required to only subcontract with contractors that hold the appropriate contractor credentials.

#### Additional Responsibilities for Owners of Projects Disturbing One or More Acre of Soil

I understand that this project is subject to ch. NR 151 regarding additional erosion control and stormwater management and will comply with those standards.

I acknowledge I have read and understood the contents of this page.\*

[Click here to Start the Permit Request >>](#)

Must check to  
start process

# Step 1: Jurisdiction, Submitter, Project Info

- Submitter
- Jurisdiction
- Project Type
- Permit Type(s)

The submitter box is the homeowner, or builder (DCQ) & completes the application form. No business names!

Only new 1 or 2 family dwelling projects must be submitted to the State

**Wisconsin Department of Safety and Professional Services**  
**Division of Industry Services**



### Online Building Permit System

#### Step 1

Enter Submitter, Jurisdiction, Project and Permit Information

Please fill out the below information. Asterisks \* indicate which fields are required to complete your filing request. Contact your municipality directly for assistance in applying for your building permit electronically. Municipal information can be found in the yellow box below. If information is not known, leave the text box blank and work with your municipality to provide at a later date.

**Submitter**  
Name  \*  
Address  \*  
City  \* ZipCode  \*  
Phone (xxx-xxx-xxxx)  \* E-mail  \*

**Jurisdiction**  
 Cities  Villages  Townships  Counties  
**Municipality, County** \*  
CITY OF APPLETON, CALUMET  
CITY OF BROOKFIELD, WAUKESHA  
CITY OF DELAWARE, WALWORTH  
If your municipality doesn't appear in this list, contact your municipality directly.

**Project** \*  
Type  New  Alteration  Addition  Repair  Raze  Move  Other

**Permit** \*  
Type  Constr.  
 HVAC  
 Electric  
 Plumbing  
 Erosion Control  
 Other  
Other Description   
Parcel No.

#### Help

Inspector	TBD
Phone	TBD
Email	TBD
Clerk	KAMI SCOFIELD
Phone	9208326443
Fax	9209891602
Email	KAMI.SCOFIELD@APPLETON.ORG
Monday	08:00 AM to 04:30 PM
Tuesday	08:00 AM to 04:30 PM
Wednesday	08:00 AM to 04:30 PM
Thursday	08:00 AM to 04:30 PM
Friday	08:00 AM to 04:30 PM
Saturday	CLOSED
Sunday	CLOSED

[APPLICANT FREQUENTLY ASKED QUESTIONS](#)

# Step 2: Contractor Information

Wisconsin Department of Safety and Professional Services  
Division of Industry Services



## Online Building Permit System

### Step 2

Enter Owner and Contractors Information

Please fill out the below information. Asterisks \* indicate which fields are required to complete your filing request. Contact your municipality directly for assistance in applying for your building permit electronically. Municipal information can be found in the yellow box below. If information is not known, leave the text box blank and work with your municipality to provide at a later date.

\*\*The Permit will not be approved without HVAC, Electrical, Plumbing contractor information.\*\*

**Owner**

[Click here to copy Submitter information if same as Owner.](#)

Owner Name  \*

Owner Address  \*

City  \* ZipCode  \*

Phone (xxx-xxx-xxxx)  \* E-mail

**Dwelling Contractor** [SEARCH DSPTS LICENSE LOOK-UP](#)

Lic/Cert#  (LICENSE LOOKUP) (CLEAR)

Name

Mailing Address

Exp Date  (mm/dd/yyyy)

City  ZipCode

Phone (xxx-xxx-xxxx)  E-mail

**Dwelling Contractor Qualifier** [SEARCH DSPTS LICENSE LOOK-UP](#)

Lic/Cert#  (LICENSE LOOKUP) (CLEAR)

Name

Mailing Address

Exp Date  (mm/dd/yyyy)

City  ZipCode

Phone (xxx-xxx-xxxx)  E-mail

**HVAC** [SEARCH DSPTS LICENSE LOOK-UP](#)

Lic/Cert#  (LICENSE LOOKUP) (CLEAR)

Name

Mailing Address

Exp Date  (mm/dd/yyyy)

City  ZipCode

Phone (xxx-xxx-xxxx)  E-mail

**Electrical Contractor** [SEARCH DSPTS LICENSE LOOK-UP](#)

Lic/Cert#  (LICENSE LOOKUP) (CLEAR)

Name

Mailing Address

Exp Date  (mm/dd/yyyy)

City  ZipCode

Phone (xxx-xxx-xxxx)  E-mail

**Electrical Master Electrician** [SEARCH DSPTS LICENSE LOOK-UP](#)

Lic/Cert#  (LICENSE LOOKUP) (CLEAR)

Name

Mailing Address

Exp Date  (mm/dd/yyyy)

City  ZipCode

Phone (xxx-xxx-xxxx)  E-mail

**Master Plumber** [SEARCH DSPTS LICENSE LOOK-UP](#)

Lic/Cert#  (LICENSE LOOKUP) (CLEAR)

Name

Mailing Address

Exp Date  (mm/dd/yyyy)

City  ZipCode

Phone (xxx-xxx-xxxx)  E-mail

<< Previous Save & Exit Next >>

**Help**

Inspector TBD  
Phone TBD  
Email TBD  
Clerk KAMI SCORFIELD  
Phone 9208324443  
Fax 9208891602  
Email KAMI.SCORFIELD@APPLETON.ORG

Monday 01:00 AM to 01:00 AM  
Tuesday 01:00 AM to 01:00 AM  
Wednesday 01:00 AM to 01:00 AM  
Thursday 01:00 AM to 01:00 AM  
Friday 01:00 AM to 01:00 AM  
Saturday 01:00 AM to 01:00 AM  
Sunday 01:00 AM to 01:00 AM

[CLICK HERE FOR DSPTS LICENSE LOOK-UP](#)  
[APPLICANT FREQUENTLY ASKED QUESTIONS](#)

### Owner

[Click here to copy Submitter information if same as Owner.](#)

Owner Name  \*

Owner Address  \*

City  \* ZipCode  \*

Phone (xxx-xxx-xxxx)  \* E-mail

### Dwelling Contractor [SEARCH DSPTS LICENSE LOOK-UP](#)

Lic/Cert#  (LICENSE LOOKUP) (CLEAR)

Name

Mailing Address

Exp Date  (mm/dd/yyyy)

City  ZipCode

Phone (xxx-xxx-xxxx)  E-mail

### Dwelling Contractor Qualifier [SEARCH DSPTS LICENSE LOOK-UP](#)

Lic/Cert#  (LICENSE LOOKUP) (CLEAR)

Name

Mailing Address

Exp Date  (mm/dd/yyyy)

City  ZipCode

Phone (xxx-xxx-xxxx)  E-mail

The Dwelling Contr. Qualifier shall be an owner, CEO, COB or employee of the Dwelling Contr.

Contains:

- Owner
- DC
- DCQ
- HVAC
- Electrical Contractor
- Master Electrician
- Master Plumber

# Step 3: Project Information

- Lot
- Building
- Zoning

## Wisconsin Department of Safety and Professional Services Division of Industry Services



### Online Building Permit System

#### Step 3

Enter Project Location Information

##### Lot

Area  Sq.ft.  
One acre or more soil will be disturbed   
Location  Town  Village  City Of   
Description  
(\_1/4, \_1/4, of section \_, T\_N,R \_E/W)  
  
(Max. Size 300 characters)

##### Building

Address   
City  ZipCode   
County   
Subdivision   
Lot No.   
Block No.

##### Zoning

District(s)   
Permit No.   
Setbacks:  
Front ft.   
Rear ft.   
Left ft.   
Right ft.

##### Help

Inspector TBD  
Phone TBD  
Email TBD  
Clerk TBD  
Phone 9208326443  
Fax KAMI SCOFIELD  
Email KAMI.SCOFIELD@APPLETON.ORG  
Monday 01:00 AM to 01:00 AM  
Tuesday 01:00 AM to 01:00 AM  
Wednesday 01:00 AM to 01:00 AM  
Thursday 01:00 AM to 01:00 AM  
Friday 01:00 AM to 01:00 AM  
Saturday 01:00 AM to 01:00 AM  
Sunday 01:00 AM to 01:00 AM

If information is not known, leave blank and work with municipality to provide at a later date.

[APPLICANT FREQUENTLY ASKED QUESTIONS](#)

<< Previous

Save & Exit

Next >>

# Step 4: Project Location Information

- Area
- Occupancy
- Construction Type
- Stories
- Electric
- Walls
- Use
- HVAC Equip.
- Sewer
- Water
- Energy Source
- Heat Loss
- Est. Building Cost W/O Land

**Wisconsin Department of Safety and Professional Services  
Division of Industry Services**



---

**Online Building Permit System**  
**Step 4**  
Project Information (1): NEW

**Area (2)**

AREA INVOLVED (sq ft)	Unit 1	Unit 2	Total
Unfin. Bsmt.			
Living Area			
Garage			
Deck/Porch			
<b>Totals</b>			

**Occupancy (3)**  
 Single Family  Two Family  Garage  Other:

**Construction Type (4)**  
 Site Built  Mfg. Per WI UDC  Mfg. Per US HUD

**Stories (5)**  
 1-Story  2-Story  Other:   
 Plus Basement

**Electric (6)**  
 Entrance Panel Amps:   
 Underground  Overhead

**Walls (7)**  
 Wood Frame  Steel  ICF  Timber/Pole  Other:

**Use (8)**  
 Seasonal  Permanent  Other:

**HVAC Equip. (9)**  
 Furnace  Radiant Based  Heat Pump  Boiler  Central AC  Fireplace  
 Other:

**Sewer (10)**  
 Municipal  Sanitary Permit #

**Water (11)**  
 Municipal  On-Site Well

**Energy Source (12)**

Fuel	Nat Gas	LP	Oil	Elec	Solid	Solar Geo
Space Htg	<input type="checkbox"/>					
Water Htg	<input type="checkbox"/>					

**Heat Loss (13)**  
 BTU/HR Total Calculated Envelope and Infiltration Losses (available from "Total Building Heating Load" on Rescheck report)

**Est. Building Cost W/O Land (14)**  
 \$   
 Please enter only numbers, no commas, spaces or decimals.

<< Previous   Save & Exit   Next >>

**Help**

Inspector: TBD  
 Phone: TBD  
 Email: TBD  
 Clerk: TBD  
 Phone: 9208326443  
 Fax: KAMI SCOFIELD  
 Email: KAMI.SCOFIELD@APPLETON.ORG  
**Monday** 01:00 AM to 01:00 AM  
**Tuesday** 01:00 AM to 01:00 AM  
**Wednesday** 01:00 AM to 01:00 AM  
**Thursday** 01:00 AM to 01:00 AM  
**Friday** 01:00 AM to 01:00 AM  
**Saturday** 01:00 AM to 01:00 AM  
**Sunday** 01:00 AM to 01:00 AM

If information is not known, leave blank and work with municipality to provide at a later date.

[APPLICANT FREQUENTLY ASKED QUESTIONS](#)

# Step 5: Electronic Signature

## Wisconsin Department of Safety and Professional Services Division of Industry Services



### Online Building Permit System

#### Step 5

#### Enter Signature

##### Applicant

I understand that I: am subject to all applicable codes, laws, statutes and ordinances, including those described on the reverse side of the last ply of this form; am subject to any conditions of this permit; understand that the issuance of this permit creates no legal liability, express or implied, on the state or municipality; and certify that all the above information is accurate. If one acre or more of soil will be disturbed, I understand that this project is subject to ch. NR 151 regarding additional erosion control and stormwater management and the owner shall sign the statement on the back of the permit if not signing below. I expressly grant the building inspector, or the inspector's authorized agent, permission to enter the premises for which this permit is sought at all reasonable hours and for any proper purpose to inspect the work which is being done.

Check only if the permit is being issued to the property owner who will occupy the home upon completion of construction.

**I vouch that I am or will be an owner-occupant of this dwelling for which I am applying for an erosion control or construction permit without a Dwelling Contractor Certification and have read the cautionary statement regarding contractor responsibility on the reverse side of the last ply of this form.**

SIGN/PRINT NAME:  DATE 12/5/2016 9:52:56 AM

<< Previous

Save & Exit

Next >>

#### Help

Inspector	TBD
Phone	TBD
Email	TBD
Clerk	TBD
Phone	9208326443
Fax	KAMI SCOFIELD
Email	KAMI.SCOFIELD@APPLETON.ORG
Monday	01:00 AM to 01:00 AM
Tuesday	01:00 AM to 01:00 AM
Wednesday	01:00 AM to 01:00 AM
Thursday	01:00 AM to 01:00 AM
Friday	01:00 AM to 01:00 AM
Saturday	01:00 AM to 01:00 AM
Sunday	01:00 AM to 01:00 AM

If information is not known, leave blank and work with municipality to provide at a later date.

[APPLICANT FREQUENTLY ASKED QUESTIONS](#)

# Step 6: Review & Submit Application

**Wisconsin Department of Safety and Professional Services**  
**Division of Industry Services**



---

## Online Building Permit System

### Step 6

**Review and Submit Information**

**JURISDICTION** CITY OF APPLETON  
**PROJECT TYPE** NEW  
**PERMITS** CONSTRUCTION, HVAC, ELECTRIC, PLUMBING, EROSION  
**PARCEL NUMBER** 15-4356-01

**Owner**

**NAME** Ben Carterright  
**ADDRESS** 1000 Bonanza Drive, Little Chute, 54140  
**CONTACT** 920-555-5555, alison.humski@wisconsin.gov

**Contractors**

**DWELLING CONTRACTOR**  
**NAME** Virginia City Fresh Water Homes  
**Lic/Cert #:** 555555 **Exp Date** 9/9/2019  
**ADDRESS** 300 Third Street, Kaukauna, 54130  
**CONTACT** 920-555-5555, run@vfwat.net

**DWELLING CONTRACTOR QUALIFIER**  
**NAME** Jamie Hunter  
**Lic/Cert #:** 555555 **Exp Date** 9/9/2019  
**CONTACT** 920-555-5555, lestrum@net.net

**HVAC CONTRACTOR**  
**NAME** Heat Contractor For You  
**Lic/Cert #:** 55 **Exp Date** 1/1/2018  
**ADDRESS** 123 Straight Circle, Appleton, 54913  
**CONTACT** 920-555-5555, run@net.net

**ELECTRICAL CONTRACTOR**  
**NAME** No Sparks  
**Lic/Cert #:** 56 **Exp Date** 2/2/2018  
**ADDRESS** 246 Odd Street, Appleton, 54911  
**CONTACT** 920-555-5555, email@gmail.com

**ELECTRICAL MASTER ELECTRICIAN**  
**NAME** Matt Dillon  
**Lic/Cert #:** 57 **Exp Date** 3/3/2018  
**ADDRESS** 135 Even Street, Appleton, 54911  
**CONTACT** 920-555-5555, mail2@gmail.com

**MASTER PLUMBER**  
**NAME** No Drops  
**Lic/Cert #:** 58 **Exp Date** 4/4/2018  
**ADDRESS** 12345 7 Short Drive, Appleton, 54914  
**CONTACT** 920-555-5555, mail3@gmail.com

**SUBMITTER**

**NAME** Ben Carterright  
**ADDRESS** 1000 Bonanza Drive, Little Chute, 54140  
**CONTACT** 920-555-5555, alison.humski@wisconsin.gov

**Lot Area**

**AREA** 40000 SQ. FT.  
**1 OR MORE ACRES SOIL WILL BE DISTURBED** No  
**CITY OF APPLETON**  
**- 1 / A, - 1 / A, OF SECTION - , T, N, R, E / W**

**BUILDING**  
**ADDRESS** 2525 E. Prospect Ave., Appleton, 54913  
**COUNTY** Outagamie, **SUBDIVISION** First Claim, **LOT NO. 7, BLOCK NO. 3**

**ZONING**  
**DISTRICT** R-1, **PERMIT NUMBER**  
**SETBACKS** Front ft.: 25, Rear ft.: 21, Left ft.: 25, Right ft.: 42

**PROJECT INFORMATION**

**PROJECT TYPE** New

**2. AREA**

AREA INVOLVED (sq ft)	Unit 1	Unit 2	Total
Unfin. Basement	2500	0	2500
Living Area	5000	0	5000
Garage	1200	0	1200
Deck/Porch	600	0	600
Totals	9300	0	9300

**3. OCCUPANCY** Single Family  
**4. CONSTRUCTION TYPE** Silt-Bulk  
**5. STORIES** 2-Story  
**6. ELECTRIC** Entrance Panel Amps 200, Underground  
**7. WALLS** Wood Frame  
**8. USE** Residential  
**9. HVAC EQUIP** Furnace  
**10. SEWER** Municipal  
**11. WATER** Municipal  
**12. ENERGY SOURCE**  
 Space Htg: Nat Gas  
 Water Htg: Nat Gas  
**13. HEAT LOSS** 100473 BTU/HR  
**14. EST. BUILDING COST w/o LAND** 5475,000.00

I understand that I, am subject to all applicable codes, laws, statutes and ordinances, including those described on the reverse side of the last ply of this form; am subject to any conditions of this permit; understand that the issuance of this permit creates no legal liability; press or implied, on the state or municipality; and certify that all the above information is accurate. If one acre or more of soil will be disturbed, I understand that this project is subject to ch. NR 151 regarding additional erosion control and stormwater management and the owner shall sign the statement on the back of the permit if not signing below. I expressly grant the building inspector, or the inspector's authorized agent, permission to enter the premises for which this permit is sought at all reasonable hours and for any proper purpose to inspect the work which is being done.

**I vouch that I am or will be an owner-occupant of the dwelling for which I am applying for an erosion control or construction permit without a Dwelling Contractor Certification and have read the cautionary statement regarding contractor responsibility on the reverse side of the last ply of this form.**

**SIGN/PRINT NAME:** \_\_\_\_\_  
**DATE** [11/19/2016 9:47:20]

# After Submitting

Missing system required information will be listed.

Municipality may require other empty boxes on permit to be completed.

You will receive a filing number.



## Wisconsin Department of Safety and Professional Services Division of Industry Services

### Online Building Permit System

#### Step 7

#### Print Confirmation

**NOTE!**

**THIS IS NOT AN ACTUAL PERMIT. PERMIT WILL BE ISSUED BY CITY OF APPLETON AFTER REVIEW PROCESS.**

**THE FOLLOWING INFORMATION IS REQUIRED BEFORE THIS PERMIT REQUEST CAN BE APPROVED:**

**Project Living Area in Project Information Section (Step 4.) is required for New, Addition or Alteration Project.  
Dwelling Contractor information in step 2.**

**PLEASE FOLLOW UP DIRECTLY WITH THE MUNICIPALITY TO PROVIDE ADDITIONAL INFORMATION.**

Missing  
Information

Your filing number is '8M1WAT4XCL'. Please print for your records.

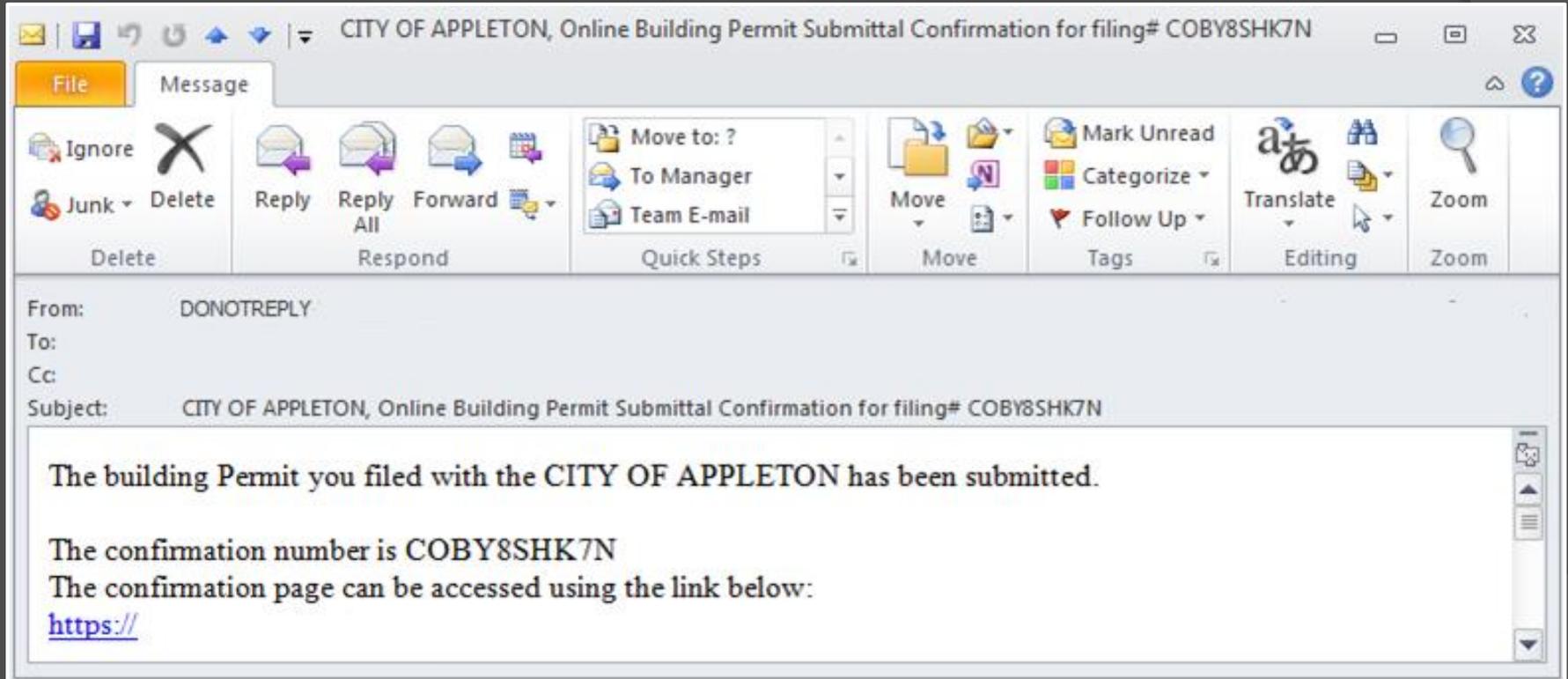
[Click here to Print](#)

Filing  
Number

**JURISDICTION** CITY OF APPLETON, CALUMET  
**PROJECT TYPE** NEW  
**PERMITS** CONSTRUCTION  
**PARCEL NUMBER**

# After Submitting

You will be sent an email



# Issues

- Submitted permit & received no email?
- Check your spam folder or you may have misspelled your email. You may need to contact your municipality if you misspelled your email.

# Issues

- Didn't finish your permit?
- You need to contact your municipality with your filing number and ask for the filing link to be emailed to you.

# Remember

- ⦿ This is not an issued permit. No work may begin yet.
- ⦿ Permit will be issued by the municipality after the review process has been completed, permit approved and paid for.
- ⦿ You must submit all required plans & data to the municipality for review.
- ⦿ Missing information will delay the review process.

# Online Review



WISCONSIN

DEPARTMENT OF SAFETY AND PROFESSIONAL SERVICES



Boards and Councils

Licenses/Permits/Registrations

Online Services

Plan Review

Complaints & Inspections

Other Services

## ONE- AND TWO-FAMILY DWELLINGS (UNIFORM DWELLING CODE) PROGRAM



The Uniform Dwelling Code (UDC) is the statewide building code for one- and two-family dwellings built since June 1, 1980. The Industry Services Division provides consultation and education concerning UDC construction standards and inspection procedures. Building materials are evaluated for conformance with standards. UDC inspection and contractor credentials are administered. The UDC is enforced in all Wisconsin municipalities.

Questions regarding the Uniform Dwelling Code can be sent to: [DSPSSBUDCtech@wi.gov](mailto:DSPSSBUDCtech@wi.gov)

[Administrative Code and Commentary](#)

[Act 211 Electronic Building Permit System](#)

**Act 211 Electronic Building Permit System**

[Boards and Councils](#)[Licenses/Permits/Registrations](#)[Online Services](#)[Plan Review](#)[Complaints & Inspections](#)[Other Services](#)

## ACT 211 ELECTRONIC BUILDING PERMIT SYSTEM

[2015 Act 211](#) requires the department to have a [standard electronic building permit form](#) available to municipalities by January 2, 2017. This permit will contain spaces for contractor license numbers and the expiration dates of their licenses. It also requires municipalities or their agents to provide their permit forms electronically to the DSPS through our approved electronic system by January 2, 2018. These permits must be submitted to DSPS by the 15th of the first month after it is issued. If a municipality fails to submit the permit by the required time after the permit was issued, a refund of the amount paid for the building permit minus the state seal shall be given to the permit applicant.

To ensure compliance with 2015 Act 211, municipalities must contact [DSPS UDC staff](#) to obtain an access code and choose the method by which they will submit information to the DSPS. All municipalities must begin supplying their new one- and two- family dwelling permit information to the DSPS by January 2, 2018.

An official representative of the municipality should initiate and authorize the creation of the municipality's access code and selection of the filing method. A building inspector contracted with the municipality may establish a login access code with this system only upon completion and [2015 Act 211 Inspector-Muni Agreement](#) between the inspector and the municipality. Maintain a copy of the agreement for your records.

### Municipalities

**DSPS is offering three ways to electronically submit these permits:**

1. Applicants file permits electronically to the municipality through the DSPS system, and the municipality reviews the permits online through our system. Permit information is automatically provided to the DSPS.

The [Municipality Workspace link](#) provides the municipal representative access to permit information submitted by builders of for new one- and two- family dwellings. [Municipality FAQ](#)

2. Municipalities that incorporate their own computerized permit filing system (i.e. iworq, civicpermits, Meritage), may interface with the Department's Data connector software. [DSPS Building Permit System Application Programming Interface \(API\) v1.0](#)

3. A municipality may use the Excel template, provided by DSPS, to enter all permit information. The Excel template must be manually uploaded to the system each month and is available in the electronic system once this option has been selected.

Municipal building permits for new one- and two- family dwellings that differ from the one on the DSPS website may not be utilized until approved by the department.

Municipal  
Link

# Online Review

## Wisconsin Department of Safety and Professional Services Division of Industry Services



### Online Building Permit System Municipality Workspace

Welcome to the DSPS Online Building Permit System. To continue, please select your municipality from below and enter the assigned code provided to you by the DSPS staff.

If you have questions on your access code, please contact the DSPS at [DPSSBUDCTech@wisconsin.gov](mailto:DPSSBUDCTech@wisconsin.gov) or 608-266-2112.

Select Municipality & County:

Cities  
 Villages  
 Townships  
 Counties

- CITY OF APPLETON, WINNEBAGO (CO)
- CITY OF BEAVER DAM, DODGE (CO)
- CITY OF БЕЛОIT, ROCK (CO)
- CITY OF BERLIN, GREEN LAKE (CO)
- CITY OF BERLIN, WAUSHARA (CO)
- CITY OF BOSCOBEL, GRANT (CO)
- CITY OF BRILLION, CALUMET (CO)
- CITY OF BRODHEAD, GREEN (CO)
- CITY OF BRODHEAD, ROCK (CO)
- CITY OF BROOKFIELD, WAUKESHA (CO)
- CITY OF BURLINGTON, RACINE (CO)
- CITY OF BURLINGTON, WALWORTH (CO)
- CITY OF CEDARBURG, OZAUKEE (CO)
- CITY OF CHILTON, CALUMET (CO)
- CITY OF COLUMBUS, COLUMBIA (CO)
- CITY OF COLUMBUS, DODGE (CO)
- CITY OF CURA CITY, GRANT (CO)

Enter assigned Access Code:  \*

Login >>

Select:  
-Cities  
-Villages  
-Townships  
-Counties

Scroll down to find your municipality. Can't find it, you're not activated! Call us for activation, otherwise online permits can't be filled out!

Enter any of your access codes

# Municipal Homepage

## Wisconsin Department of Safety and Professional Services Division of Industry Services



[Search Permit](#) [Manage Settings](#) [View FAQs](#) [Logout](#)

### Online Building Permit System Municipality (CITY OF APPLETON) Workspace Permit Search Page

Please use the below search fields to locate permits associated with your municipality. The Online Building Permit System only saves submissions from the past three months. For more, please contact the DSPS at [DSPSSBUDCTech@wisconsin.gov](mailto:DSPSSBUDCTech@wisconsin.gov) or 608-266-2112. You can search across Permit Statuses which includes:

- **Filing:** Permit Requester has started the permit application, but has not finished
- **Received:** Permit Requestor has completed the permit application and it is currently ready for Inspector review
- **Payment-Pending:** Inspector has reviewed and approved the completed permit application but Permit Requester has not paid the applicable fees
- **Submitted:** Municipality has collected the fees from Permit Requester and printed the Card Stock (at this stage, the permit information has been submitted to the DSPS for compliance with 2015 Act 211)
- **Denied:** Inspector has denied the completed application
- **Deleted:** Inspector has deleted the application

#### Search Permit By

By Date:

to  (mm/dd/yyyy)

Status:

Submitter:

Filing Number:

- All
- All
- Filing
- Received
- Submitted
- Denied
- Pending-Payment
- Deleted

(Use last, first OR partial name to retrieve results).

You can search by  
any of these options

# Search Results

## Search Permit By

**By Date:**  to  (mm/dd/yyyy)

**Status:**

**Submitter:**  (Use last, first OR partial name to retrieve results).

**Filing Number:**

## Results

Results count: 3 | Page 1 of 1 | Items 1 to 3      Go to page:       Page size:

Click on column header for sorting.      \* Indicates Recipient is 'Other Organization'

Filing Date	Status	Submitter	Contact Details	Project Type(s)	Permit Requested	Filing Number	Available Tasks
11/29/2016 1:44 PM	Received	Zach K	@wisconsin.gov 608-111-1111	New	Construction, HVAC, Electric, Plumbing	6VUYHF4N4C	<a href="#">Manage Permit</a>
11/17/2016 10:56 AM	Received	NZ	@wi.gov 123-123-1233	New	Construction	VZTB4Z9G40	<a href="#">Manage Permit</a>
11/17/2016 9:53 AM	Received	Nikhil	@wi.gov 123-123-1234	New	Construction, Electric, Plumbing	CQPY77N4C4	<a href="#">Manage Permit</a>



To Review Permits

# What Will Open Up

## Wisconsin Department of Safety and Professional Services Division of Industry Services



### Online Building Permit System

#### **FILING ERRORS**

THIS PERMIT CONTAINS ERROR(S) THAT NEED TO BE ADDRESSED BEFORE IT CAN BE APPROVED.

Electrical Contractor is required in Step 2. when requesting for Electric Permit type.

[Go to Step 2](#)

[Deny](#)

[Delete](#)

Below is the summary of the filed Permit by the Submitter. To edit, use the previous button to navigate thru sections of the permit application.

[<< Previous](#)

Completely Review permit for any missing and/or incorrect information

**JURISDICTION** CITY OF APPLETON, CALUMET  
**PROJECT TYPE** NEW  
**PERMITS** CONSTRUCTION, ELECTRIC, PLUMBING  
**PARCEL NUMBER**

This will take you directly to the error(s)

# Checking Licenses

## Dwelling Contractor [SEARCH DSPS LICENSE LOOK-UP](#)

Lic/Cert#	<input type="text"/>	<input type="button" value="LICENSE LOOKUP"/>	<input type="button" value="CLEAR"/>
<div style="border: 1px solid red; padding: 2px;">Dwelling Contractor license # 100 is not in our system.</div>			
Name	<input type="text"/>		
Mailing Address	<input type="text"/>		
Exp Date	<input type="text"/>	(mm/dd/yyyy)	
City	<input type="text"/>	ZipCode	<input type="text"/>
Phone (xxx-xxx-xxxx)	<input type="text"/>	E-mail	<input type="text"/>

## Dwelling Contractor Qualifier [SEARCH DSPS LICENSE LOOK-UP](#)

Lic/Cert#	<input type="text" value="663"/>	<input type="button" value="LICENSE LOOKUP"/>	<input type="button" value="CLEAR"/>
<div style="border: 1px solid red; padding: 2px;">License is expired.</div>			
Name	<input type="text" value="ROB RON"/>		
Mailing Address	<input type="text" value="The Dwelling Contr. Qualifier shall be an owner, CEO, COB or employee of the Dwelling Contr."/>		
Exp Date	<input type="text" value="2/16/2015"/>	(mm/dd/yyyy)	
City	<input type="text" value="WASHBURN"/>	ZipCode	<input type="text" value="WI"/>
Phone (xxx-xxx-xxxx)	<input type="text"/>	E-mail	<input type="text"/>

Each contractor box will have a  box. Click on the box, it will indicate if it is **NOT** in our system, and if it is expired.

# Once Plan is Reviewed

Options for permit:

- Approve
- Deny
- Delete

## Online Building Permit System

Approve

Deny

Delete

Below is the summary of the filed Permit by the Submitter. To edit, use the previous button to navigate thru sections of the permit application.

<< Previous

# Approval Section

Fill In:

- Issuing Jurisdiction Information
- Municipal Fees
- Permit(s) Issued
- State Seal Number
- Permit Issued by information
- Any Approval Conditions



## Wisconsin Department of Safety and Professional Services Division of Industry Services

### Online Building Permit System

#### APPROVAL PAGE

Municipality Number Of Dwelling Location, Permit Issuer Name and Certificate Number are required in the approval process.

Permit has been Approved and is in Pending-Payment status. Close this window.

#### APPROVAL SECTION

<b>ISSUING JURISDICTION</b>	<input type="radio"/> Town of <input type="radio"/> Village of <input type="radio"/> City of <input type="radio"/> County of <input type="radio"/> State	State-Contracted Inspection Agency #:	Municipality Number of Dwelling Location
	Appleton		08201
<b>FEES:</b>	<b>PERMIT(S) ISSUED</b>	<b>WIS PERMIT SEAL#</b>	<b>PERMIT ISSUED BY:</b>
Plan Review	<input checked="" type="checkbox"/> Construction	ABC123	Name James Wilson
Inspection	<input checked="" type="checkbox"/> HVAC		Telephone 920-555-5555
Wis. Permit Seal	<input checked="" type="checkbox"/> Electrical		Cert No. 123
Other	<input checked="" type="checkbox"/> Plumbing		Building Permit # 16-12-954
Total	<input checked="" type="checkbox"/> Erosion		

#### APPROVAL CONDITIONS

This permit is issued pursuant to the following conditions. Failure to comply may result in suspension or revocation of this permit or other penalty.

Enter Approval Conditions here:

Erosion control measure must be maintained throughout entire construction process.

Approve

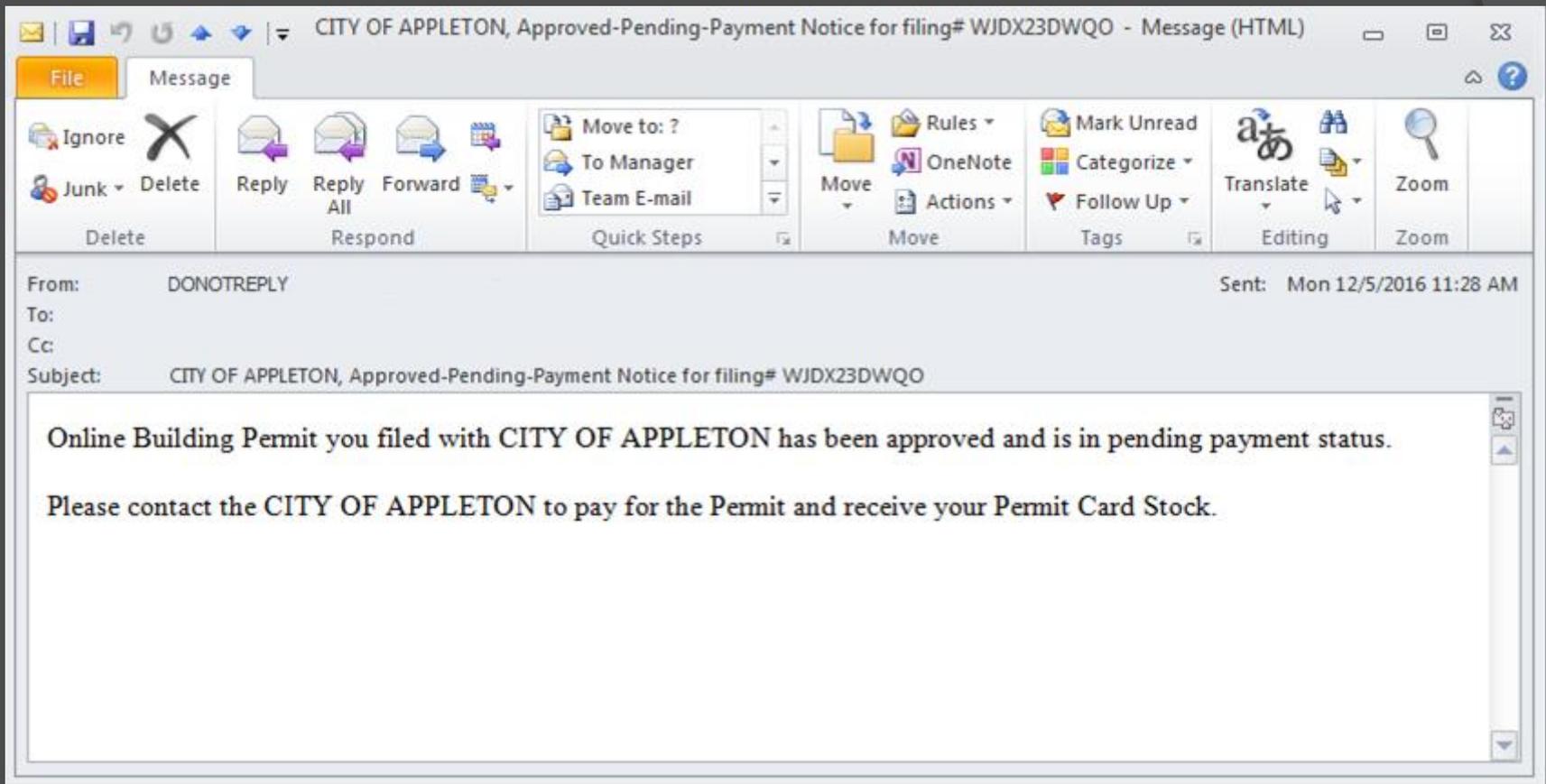
Deny

Delete

Go Back To Summary

This message will pop up when you click on Approve

# What Submitter Will Receive



# Municipal Information

**Wisconsin Department of Safety and Professional Services  
Division of Industry Services**



[Search Permit](#) [Manage Settings](#) [View FAQs](#) [Logout](#)

**Online Building Permit System**  
Municipality (CITY OF APPLETON) Workspace  
Permit Search Page



## Help

Inspector	TBD
Phone	TBD
Email	TBD
Clerk	KAMI SCOFIELD
Phone	9208326443
Fax	9209891602
Email	KAMI.SCOFIELD@APPLETON.ORG
Monday	01:00 AM to 01:00 AM
Tuesday	01:00 AM to 01:00 AM
Wednesday	01:00 AM to 01:00 AM
Thursday	01:00 AM to 01:00 AM
Friday	01:00 AM to 01:00 AM
Saturday	01:00 AM to 01:00 AM
Sunday	01:00 AM to 01:00 AM

[APPLICANT FREQUENTLY ASKED QUESTIONS](#)

Click Here to adjust your information for the submitter's help box seen on the left

# Unfinished Permits

If the permit puller wishes to complete their permit.

Search Permit by:

- Filing number
- Submitter Name
- Status
- Date

## Search Permit By

**By Date:**  to  (*mm/dd/yyyy*)

**Status:**

**Submitter:**  (Use last, first OR partial name to retrieve results).

**Filing Number:**

Search

Download

Clear

# What Municipality Will Do

Click here to send link directly to submitter's email

## Online Building Permit System

Deny

Delete

Email Submitter Link

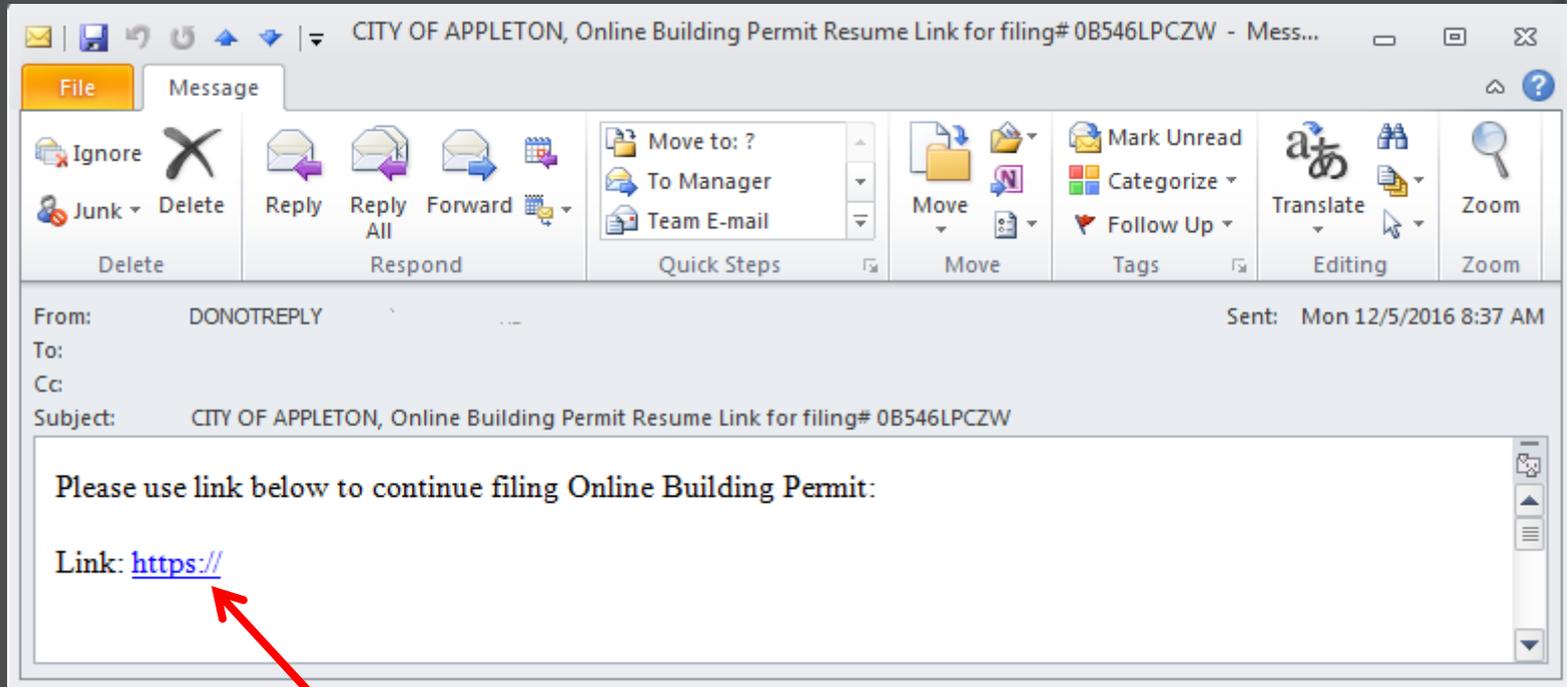
Below is the summary of the Permit information entered, but not filed by the Submitter. To edit, use the previous button to navigate thru sections of the permit application.

<< Previous

The link to this Permit has been sent to the submitter. Close this window.

This will pop up after clicking on Email Submitter Link

# What Submitter Will Receive



They will receive a link  
that will take them  
directly to their permit

# Denied Permits

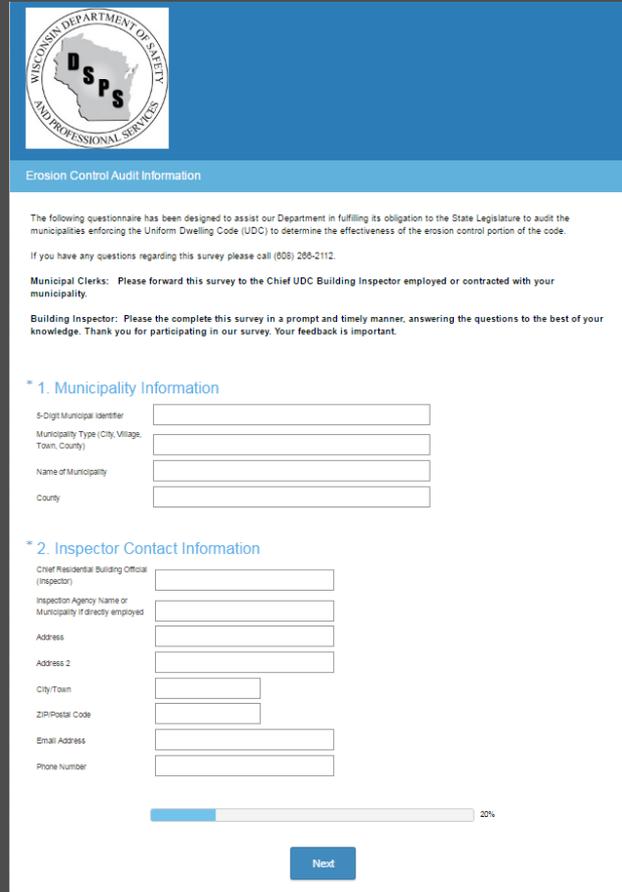
- Permit puller will receive an email when permit applications are denied. There is not an option to go back for corrections.
- Denied permit applications are still searchable within the Muni workspace and DSPS workspace as well.
- A deleted permit cannot be re-activated. A new permit needs to be re-entered.

# ELECTRONIC EROSION CONTROL AUDIT

# What is it?

- Starting January 2017, DSPS began a new process of self-verification for soil erosion control plans through a DSPS-generated survey.
- Municipalities or counties will only be required to self-verify once every three years.
- UDC staff will still carry out the occasional audit in person.

# Brief online erosion control questionnaire



The screenshot shows the 'Erosion Control Audit Information' section of an online questionnaire. At the top left is the Wisconsin Department of Safety and Professional Services (DPS) logo. The page has a blue header and a white main content area. The text explains the purpose of the questionnaire and provides contact information. It includes instructions for Municipal Clerks and Building Inspectors. The questionnaire is divided into two sections: '1. Municipality Information' and '2. Inspector Contact Information'. Each section contains several text input fields. A progress bar at the bottom indicates that 20% of the questionnaire has been completed. A 'Next' button is located at the bottom right of the form.

**WISCONSIN DEPARTMENT OF SAFETY AND PROFESSIONAL SERVICES**  
**DPS**

### Erosion Control Audit Information

The following questionnaire has been designed to assist our Department in fulfilling its obligation to the State Legislature to audit the municipalities enforcing the Uniform Dwelling Code (UDC) to determine the effectiveness of the erosion control portion of the code.

If you have any questions regarding this survey please call (800) 205-2112.

**Municipal Clerks:** Please forward this survey to the Chief UDC Building Inspector employed or contracted with your municipality.

**Building Inspector:** Please complete this survey in a prompt and timely manner, answering the questions to the best of your knowledge. Thank you for participating in our survey. Your feedback is important.

#### 1. Municipality Information

5-Digit Municipal Identifier

Municipality Type (City, Village, Town, County)

Name of Municipality

County

#### 2. Inspector Contact Information

Chief Residential Building Official (Inspector)

Inspector Agency Name or Municipality if directly employed

Address

Address 2

City/Town

ZIP/Postal Code

Email Address

Phone Number

Progress: 20%

[Next](#)

Contains 8-9 Questions

# The Questions

1. Municipality Information.
2. Inspector Contact Information.
3. Relationship With The Municipality. (municipal or contracted)
4. Has your municipality contracted with a different agency for erosion control enforcement of one and two family dwellings?
  - ❖ Name of contracted agency charged with enforcement of erosion control rules. (*only if Contracted*)
6. Number of new one or two family dwellings built in your municipality in the previous calendar year.
7. Have any stop work orders been issued as a result of noncompliance to SPS 321.125 in last 3 years?
8. Since the last audit, have there been substantial changes regarding the procedures used to enforce the erosion control rules in the UDC (SPS 321.125)?

# Complete Survey & Done



Dedicated agency

Thank you for taking our survey and assisting the Department of Safety and Professional Services.



Prev

Done

# What To Expect

- Municipal clerks will receive an email with a link to the erosion control survey
- Clerk will send survey to inspector
- Inspector will complete survey
- Done for 3 years

# What if the survey isn't done?

- A follow-up email/letter will be sent.
- If still not completed, the department may need to perform a full audit of the erosion control practices of your community.

# EMAIL BLASTS

Go to: [Dsps.wi.gov](http://Dsps.wi.gov)

Click on Online Services then Industry services

WISCONSIN  
DEPARTMENT OF SAFETY AND PROFESSIONAL SERVICES

Boards and Councils | Licenses/Permits/Registrations | **Online Services** | Plan Review | Complaints & Inspections | Other Services

**Licensing/Credentialing** (Address Change, Application Status, License Lookup, License Verification, Lookup Orders & Disciplinary Actions, PIN Lookup, Print License/Credential & Renew License Online)

**License Look-Up**

**Industry Services** (About Plan Review, Cross Connection Reporting, Manufactured Homes Records, Plumbing Products, Regulated Object Search, and Wisconsin's Fire Program Online System)

of

>

Click on Online Services



[Online Services](#)  
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Under others click on Email List Sign Up

**Other Services**

[Email List Sign Up](#)  
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A screenshot of the Wisconsin Department of Safety and Professional Services website. The header features the state of Wisconsin logo and the text 'WISCONSIN DEPARTMENT OF SAFETY AND PROFESSIONAL SERVICES'. Below the header is a section titled 'Email Updates' with the instruction: 'To sign up for updates or to access your subscriber preferences, please enter your contact information below.' The form includes a 'Subscription Type' dropdown menu set to 'Email', an 'Email Address' input field with a red asterisk indicating it is required, and 'Submit' and 'Cancel' buttons. At the bottom, a disclaimer states: 'Your contact information is used to deliver requested updates or to access your subscriber preferences.'

Welcome

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  - Amusement Rides
  - Boilers & Pressure Vessels
  - Commercial Buildings
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- Renewals
  - Renewal Bulletin

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Cancel

# Tech Email Boxes:

## ● UDC Tech Box

- [DSPSSBUdctech@wisconsin.gov](mailto:DSPSSBUdctech@wisconsin.gov)

## ● Electric Tech Box

- [DSPSSBElectricTech@wisconsin.gov](mailto:DSPSSBElectricTech@wisconsin.gov)

## ● Plumbing Tech Box

- [DSPSSBPIbgTech@wisconsin.gov](mailto:DSPSSBPIbgTech@wisconsin.gov)



# Questions?



- Alison Humski: [Alison.Humski@wisconsin.gov](mailto:Alison.Humski@wisconsin.gov)
- Lenny Kanter: [Robert.Kanter@Wisconsin.gov](mailto:Robert.Kanter@Wisconsin.gov)
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