<table>
<thead>
<tr>
<th>Time</th>
<th>Session</th>
<th>Speaker</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:45 – 9:00 am</td>
<td>Administrative/Legislative Update</td>
<td>Alison Humski</td>
</tr>
<tr>
<td>9:00 – 10:00 am</td>
<td>Mechanical Session: REScheck</td>
<td>Lenny Kanter</td>
</tr>
<tr>
<td>10:00 – 10:15 am</td>
<td>Break</td>
<td></td>
</tr>
<tr>
<td>10:15 – 11:30 am</td>
<td>UDC Construction Inspections</td>
<td>Jack Wotruba</td>
</tr>
<tr>
<td>11:30 – 12:30 pm</td>
<td>Lunch</td>
<td></td>
</tr>
<tr>
<td>12:30 – 1:30 pm</td>
<td>UDC Construction Inspections</td>
<td>Jack Wotruba</td>
</tr>
<tr>
<td>1:30 – 2:30 pm</td>
<td>Deck Code</td>
<td>Alison Humski</td>
</tr>
<tr>
<td>2:30 – 2:45 pm</td>
<td>Break</td>
<td></td>
</tr>
<tr>
<td>2:45 – 3:45 pm</td>
<td>UDC Mechanical Inspection</td>
<td>Lenny Kanter</td>
</tr>
<tr>
<td>Time</td>
<td>Event</td>
<td>Presenter</td>
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<td>------------------</td>
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<td>Alison Humski</td>
</tr>
</tbody>
</table>
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
Rulemaking
Submit Items for Consideration

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:** -- select a board --
- **First Name:**
- **Last Name:**
- **Association/Organization:**
- **Address Line 1:**
- **Address Line 2:**
- **City:**
- **State:** Wisconsin
- **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 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.
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 15th of the first month after it is issued.
- There are 3 ways to provide this information to the DSPS.

Example:
- Permit issued May 14th
- Must be entered by June 15th
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.

<table>
<thead>
<tr>
<th>FEES:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Plan Review</td>
<td>$549.12</td>
</tr>
<tr>
<td>Inspection</td>
<td>$75</td>
</tr>
<tr>
<td>Wis. Permit Seal</td>
<td>$33</td>
</tr>
<tr>
<td>Other</td>
<td>$140 not included</td>
</tr>
<tr>
<td>Total</td>
<td>$797.12</td>
</tr>
</tbody>
</table>

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

*End of the month is a grace period

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
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 3rd 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
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

Act 211 Electronic Building Permit System
**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](#).
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 DSPS 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 agent 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(8) 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.

Must check to start process

Click here to Start the Permit Request >>
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.

Step 1: Jurisdiction, Submitter, Project Info

- Submitter
- Jurisdiction
- Project Type
- Permit Type(s)
Step 2: Contractor Information

Contains:
- Owner
- DC
- DCQ
- HVAC
- Electrical Contractor
- Master Electrician
- Master Plumber
Step 3: Project Information

- Lot
- Building
- Zoning
### Step 4: Project Location Information

<table>
<thead>
<tr>
<th>Area</th>
<th>Occupancy</th>
<th>Construction Type</th>
<th>Stories</th>
<th>Electric</th>
<th>Walls</th>
<th>Use</th>
<th>HVAC Equip.</th>
<th>Sewer</th>
<th>Water</th>
<th>Energy Source</th>
<th>Heat Loss</th>
<th>Est. Building Cost W/O Land</th>
</tr>
</thead>
</table>

**Online Building Permit System**

**Division of Industry Services**

**Wisconsin Department of Safety and Professional Services**
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

Help

Inspector: TBD
Phone: TBD
Email: TBD
Clerk: TBD
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
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.
After Submitting

You will be sent an email

The building Permit you filed with the CITY OF APPLETON has been submitted.

The confirmation number is COBY8SHK7N
The confirmation page can be accessed using the link below:

https://
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
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: DSPSSBUDECtech@wi.gov

Act 211 Electronic Building Permit System
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 Municipalities Workspace link provides the municipal representative access to permit information submitted by builders of for new one- and two- family dwellings. Municipal 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.
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 DSPSSBUDCTech@wisconsin.gov or 608-266-2112.

Select Municipality & County:
- Cities
- Villages
- Townships
- Counties

Enter assigned Access Code: [Field]

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
You can search by any of these options.
Search Results

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

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

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

This will take you directly to the error(s)

Completely Review permit for any missing and/or incorrect information
Checking Licenses

Each contractor box will have a **LICENSE LOOKUP** 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
Approval Section

Fill In:
• Issuing Jurisdiction Information
• Municipal Fees
• Permit(s) Issued

• State Seal Number
• Permit Issued by information
• Any Approval Conditions

This message will pop up when you click on Approve.
Online Building Permit you filed with CITY OF APPLETON has been approved and is in pending payment status.

Please contact the CITY OF APPLETON to pay for the Permit and receive your Permit Card Stock.
Municipal Information

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](image)
What Municipality Will Do

Click here to send link directly to submitter’s email

This will pop up after clicking on Email Submitter Link

Online Building Permit System

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.

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

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)*
5. Number of new one or two family dwellings built in your municipality in the previous calendar year.
6. Have any stop work orders been issued as a result of noncompliance to SPS 321.125 in last 3 years?
7. 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

Thank you for taking our survey and assisting the Department of Safety and Professional Services.
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: Dspw.wi.gov

Click on **Online Services** then **Industry services**
Click on **Online Services**

Under others click on **Email List Sign Up**

![Image of Online Services](image.png)

![Image of Email List Sign Up](image.png)
Quick Subscribe for

Wisconsin Department of Safety and Professional Services offers updates on the topics below. Subscribe by checking the boxes, unsubscribe by unchecking the boxes.

Access your subscriber preferences to update your subscriptions or modify your password or email address without adding subscriptions.

Subscription Topics

- News and Alerts
  - Press Releases
- Newsletters
  - Accounting Examining Board
  - Board of Nursing
  - Medical Examining Board
  - Pharmacy Examining Board
- Industry Updates
  - Amusement Rides
  - Boilers & Pressure Vessels
  - Commercial Buildings
  - Dwelling Contractors
  - Electrical & Lighting
  - Elevators & Conveyances
  - Energy
  - Explosives
  - Fire Department Safety & Health
  - Fire Dues 2%
  - Fire Prevention
  - Fire Protection Systems

- Gas Systems
- Heating, Ventilating, & Air Conditioning (HVAC)
- Mine Safety
- One- & Two-Family Dwelling/Uniform Dwelling Code (UDC)
- Plumbing
- Private Onsite Wastewater Treatment Systems (POWTS)
- Public Sector Employee Safety
- Public Swimming Pools
- Refrigeration Systems (Mechanical)
- Rental Weatherization
- Soil Erosion/Storm Water
- Structural Welding
- WIFIRS
- UDC Inspectors
- Municipal Clerks
- Renewals
- Renewal Bulletin

Subscribe by checking the boxes.
Tech Email Boxes:

- **UDC Tech Box**
  - DSPSSBUDctech@wisciongov

- **Electric Tech Box**
  - DSPSSBElectricTech@wisciongov

- **Plumbing Tech Box**
  - DSPSSBPbgTech@wisciongov
Questions?

- Alison Humski: Alison.Humski@wiscosin.gov
- Lenny Kanter: Robert.Kanter@Wisconsin.gov
- Jack Wotruba: Jack.Wotruba@Wisconsin.gov