2015 ACT 211

WISCONSIN DEPARTMENT OF SAFETY
AND PROFESSIONAL SERVICES
DSPS

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.

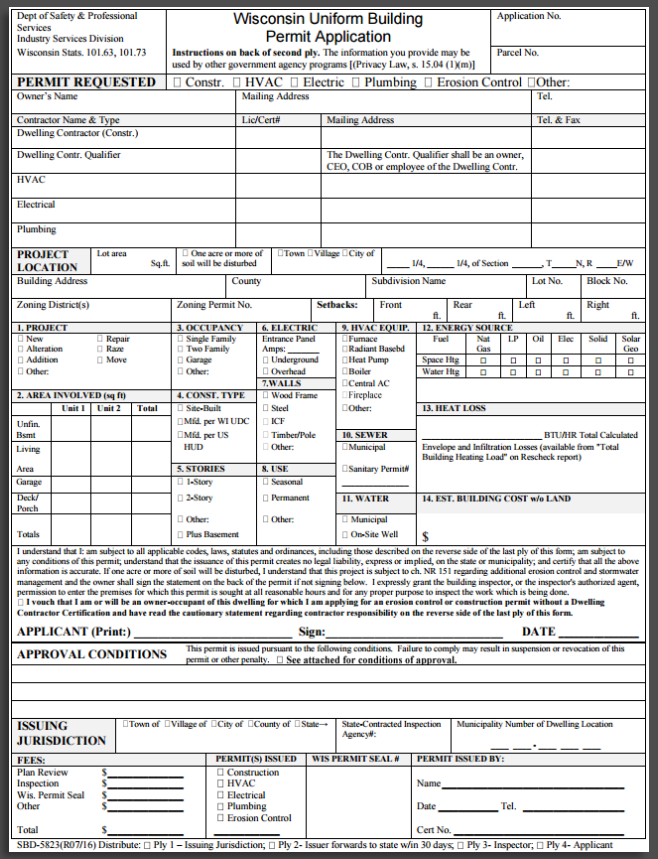
101.65 (3) Shall use the standard building permit form prescribed and furnished by the department (4) Not later than the 15th day of the first month beginning after issuance of each building permit, electronically file a copy of the permit issued with the department.

What does this mean?

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

Example:

- Permit issued May 14th
- Must be entered **by** June 15th



Dept of Safety & Professional Services
Industry Services Division
Wisconsin Stats. 101.63, 101.73

Wisconsin Uniform Building Permit Application

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)]

Application No.

Parcel No.

PERMIT REQUESTED ☐ Constr. ☐ HVAC ☐ Electric ☐ Plumbing ☐ Erosion Control ☐Other:

Owner's Name	Mailing Address		Tel.
Contractor Name & Type	Lic/Cert#	Mailing Address	Tel. & Fax
Dwelling Contractor (Constr.)			
Dwelling Contr. Qualifier		The Dwelling Contr. Qualifier shall be an owner, CEO, COB or employee of the Dwelling Contr.	
HVAC			
Electrical			
Plumbing			

PROJECT LOCATION Lot area Sq.ft. ☐ One acre or more of soil will be disturbed ☐Town ☐Village ☐ City of ____ 1/4, ____ 1/4, 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.

1. PROJECT
☐ New ☐ Repair
☐ Alteration ☐ Raze
☐ Addition ☐ Move
☐ Other:

2. AREA INVOLVED (sq ft)

	Unit 1	Unit 2	Total
Unfin. Bsmt			
Living Area			
Garage			
Deck/ Porch			
Totals			

3. OCCUPANCY
☐ Single Family
☐ Two Family
☐ Garage
☐ Other:

4. CONST. TYPE
☐ Site-Built
☐Mfd. per WI UDC
☐Mfd. per US HUD

5. STORIES
☐ 1-Story
☐ 2-Story
☐ Other:
☐ Plus Basement

6. ELECTRIC
Entrance Panel Amps: _____
☐ Underground
☐ Overhead

7.WALLS
☐ Wood Frame
☐ Steel
☐ ICF
☐ Timber/Pole
☐ Other:

8. USE
☐ Seasonal
☐ Permanent
☐ Other:

9. HVAC EQUIP.
☐Furnace
☐Radiant Basebd
☐Heat Pump
☐Boiler
☐Central AC
☐Fireplace
☐Other:

10. SEWER
☐Municipal
☐Sanitary Permit# _____

11. WATER
☐ Municipal
☐ On-Site Well

12. ENERGY SOURCE

Fuel	Nat Gas	LP	Oil	Elec	Solid	Solar Geo
Space Htg	☐	☐	☐	☐	☐	☐
Water Htg	☐	☐	☐	☐	☐	☐

13. HEAT LOSS
_____ BTU/HR Total Calculated Envelope and Infiltration Losses (available from "Total Building Heating Load" on Rescheck report)

14. EST. BUILDING COST w/o LAND
$

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.
☐ **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.**

APPLICANT (Print:) _____ **Sign:** _____ **DATE** _____

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. ☐ **See attached for conditions of approval.**

ISSUING JURISDICTION ☐Town of ☐Village of ☐City of ☐County of ☐State→ | State-Contracted Inspection Agency#: | Municipality Number of Dwelling Location ___ ___-___ ___ ___

FEES:
Plan Review $_____
Inspection $_____
Wis. Permit Seal $_____
Other $_____
Total $_____

PERMIT(S) ISSUED
☐ Construction
☐ HVAC
☐ Electrical
☐ Plumbing
☐ Erosion Control

WIS PERMIT SEAL #

PERMIT ISSUED BY:
Name _____
Date _____ Tel. _____
Cert No. _____

SBD-5823(R07/16) Distribute: ☐ Ply 1 – Issuing Jurisdiction; ☐ Ply 2- Issuer forwards to state w/in 30 days; ☐ Ply 3- Inspector; ☐ 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 file the permit information to the Department 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	$549.12
Inspection	$75
Wis. Permit Seal	$33
Other	$140 not included
Total	$797.12

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. e.g. 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 have 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.

Three Methods to Submit

- Option #1: Applicants file permits electronically directly to the municipality through the DSPS system
- Option #2: Municipality may use the DSPS created Excel template to manually enter all permit information
- Option #3: Data connector software web service for 3rd party permitting software (e.g. iWorqs, InspectWiz, civicpermits, etc.)

Online Application Submitter's Portal Option #1

Access To Permit Puller Portal

One- & Two-Family (Uniform Dwelling Code)

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.

Camping Units

Announcements

Emergency Rule 1634 (ER1634) was recently enacted, introducing language to Chapter SPS 320.09(2) of the UDC pertaining to the department's online submittal process as required by 2015 Act 211. The emergency rule has an effective start date of December 6, 2016, and an expiration date of May 4, 2017.

Please access the Electronic Building Permit System to pull permits or file a building permit. More information can be found by clicking on the "Act 211 Electronic Building Permit System" drop-down accordion below.

Act 211 Electronic Building Permit System +

Act 211 Electronic Building Permit System

Permit Puller Portal Can Also Be Accessed Here

(within Act 211 page)

Act 211 Electronic Building Permit System –

- Act 211 PowerPoint
- Act 211 Builder Flow Chart
- Manfucatured Home FAQs
- Act 211 Permit Puller FAQs

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 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 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 >>

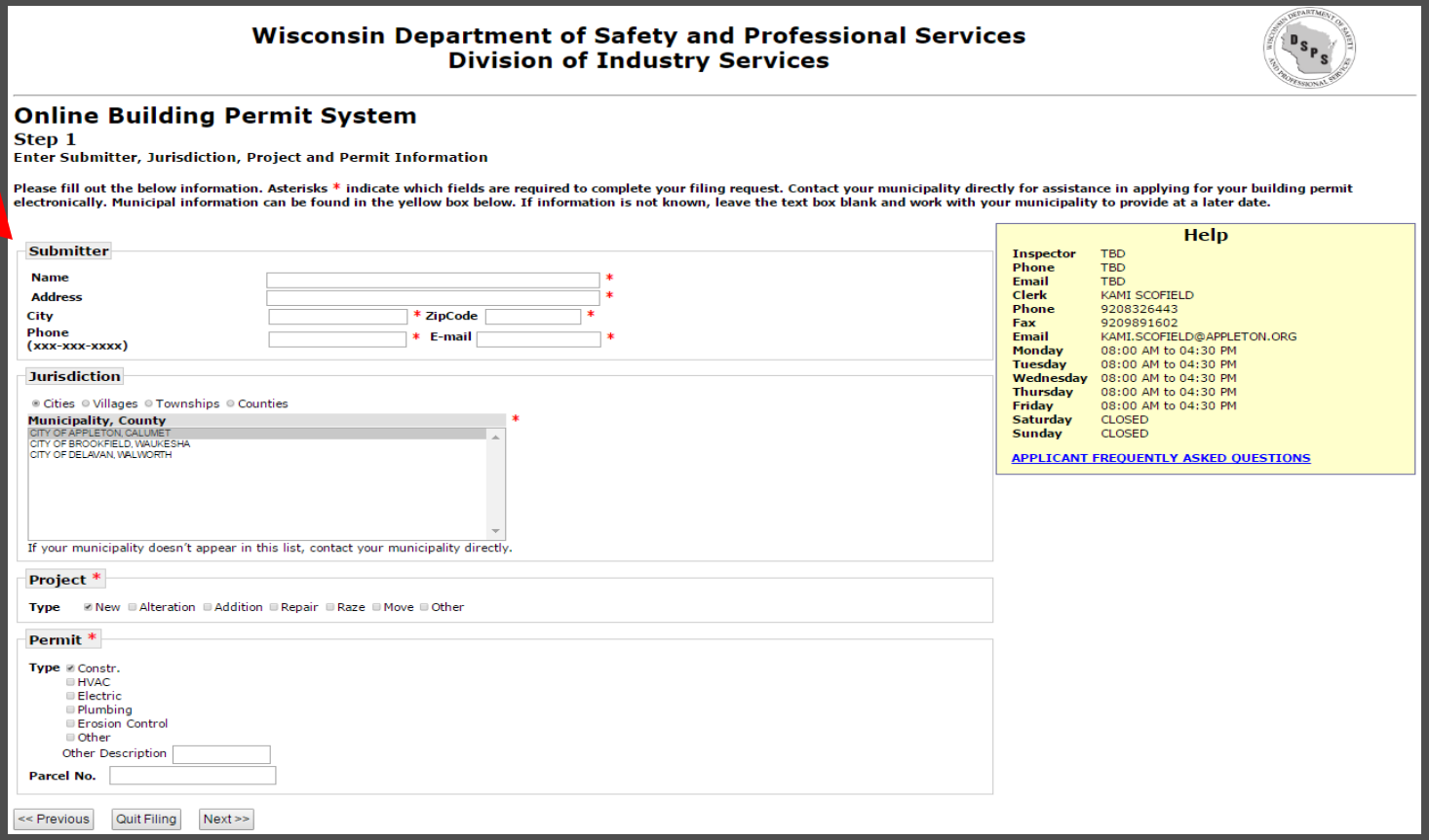
Must check to start process

Step 1: Jurisdiction, Submitter, Project Info

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

The submitter box is the homeowner or builder (DCQ or MHI) who 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 DELAVAN, 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.

<< Previous Quit Filing Next >>

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 contactor information.

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

CLICK HERE FOR DSPS 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 DSPS 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 DSPS LICENSE LOOK-UP

Lic/Cert# LICENSE LOOKUP CLEAR
Name
Mailing Address The Dwelling Contr. Qualifier shall be an owner, CEO, COB or employee of the
Exp Date (mm/dd/yyyy)
City ZipCode
Phone (xxx-xxx-xxxx) E-mail

HVAC SEARCH DSPS 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 DSPS 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 DSPS 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 DSPS 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 >>

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 DSPS 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 DSPS LICENSE LOOK-UP

Lic/Cert# LICENSE LOOKUP CLEAR
Name
Mailing Address The Dwelling Contr. Qualifier shall be an owner, CEO, COB or employee of the Dwelling Contr.
Exp Date (mm/dd/yyyy)
City ZipCode
Phone (xxx-xxx-xxxx) E-mail

Contains:
- -Owner
- -DC
- -DCQ or MHI
- -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			
Totals			

Occupancy (3)
Single Family Two Family Garage Other:

Construction Type (4)
Site Built Mfd. Per WI UDC Mfd. 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						
Water Htg						

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
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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

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

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
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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 Cartwright
ADDRESS 1000 Bonanza Drive, Little Chute, 54140
CONTACT 920-555-5555, alison.humskr@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@test.net

DWELLING CONTRACTOR QUALIFIER
NAME Jamie Hunter
Lic/Cert #: 555556 **Exp Date** 9/9/2019
CONTACT 920-555-5555, testrun@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, runtest@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@email.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@email.com

MASTER PLUMBER
NAME No Drips
Lic/Cert #: 58 **Exp Date** 4/4/2018
ADDRESS 1234567 Short Drive, Appleton, 54914
CONTACT 920-555-5555, mail3@email.com

SUBMITTER

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

Lot Area

AREA 40000 **SQ. FT.**
1 OR MORE ACRES SOIL WILL BE DISTURBED No
CITY OF APPLETON
_ 1 / 4, _ 1 / 4, 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.:**81, **Left ft.:** 25, **Right ft.:** 42

PROJECT INFORMATION

PROJECT TYPE NEW
2. AREA

AREA INVOLVED (sq ft)	Unit 1	Unit 2	Total
Unfin. Bsmt.	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 Site-Built
5. STORIES 2-Story
6. ELECTRIC Entrance Panel Amps 200, Underground
7. WALLS Wood Frame
8. USE Seasonal
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 $475,000.00

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, 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.

***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 11/16/2016 9:47:20

<< Previous | Quit / Bkg | Submit >>

<< Previous | Save & Exit | Submit >>

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.

NOTE!

Missing Information

Filing Number

Wisconsin Department of Safety and Professional Services
Division of Industry Services

Online Building Permit System

Step 7

Print Confirmation

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.

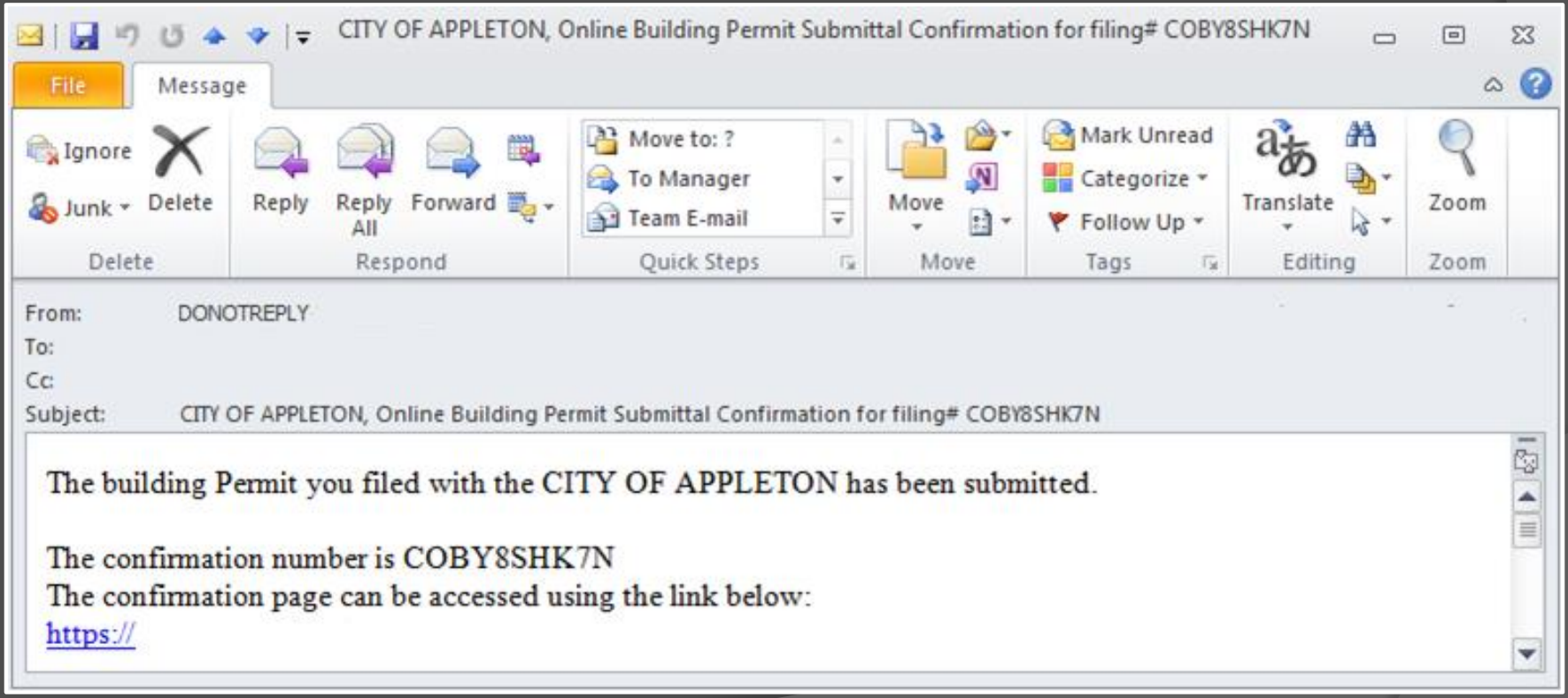
PLEASE FOLLOW UP DIRECTLY WITH THE MUNICIPALITY TO PROVIDE ADDITIONAL INFORMATION.

Your filing number is '8M1WAT4XCL'. Please print for your records. Click here to Print

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

After Submittal to the Municipality

Permit Applicant will be sent an email



Inspector Can Elect to Receive Email Notification

After Submittal to the Municipality Inspector Can Elect to Receive Email

Online Building Permit System

Municipality (VILLAGE OF NORTH FOND DU LAC) Workspace

Settings Management Page

DSPS Account

Department Of Revenue Municipality Id: 20161

Type: Premium w/ Online Application

Select Yes Setting

Is Municipality Opting for Inspector to Receive Submittal Email Notifications? ◉ Yes ○ No

The Submittal Email Notifications will be sent to the Inspector. Please verify Inspector Email address.

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 and the permit has been 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 Municipal Portal Option #1

One- & Two-Family (Uniform Dwelling Code)

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.

Camping Units

Announcements

Emergency Rule 1634 (ER1634) was recently enacted, introducing language to Chapter SPS 320.09(2) of the UDC pertaining to the department's online submittal process as required by 2015 Act 211. The emergency rule has an effective start date of December 6, 2016, and an expiration date of May 4, 2017.

Act 211 Electronic Building Permit System +

Additional Resources

Administrative Rules & Statutes

Code Archives

Alphabetical Listing of Manufacturers of Approved Building Materials

Inspection District Map

Trades Program Information

Related Links

DNR Locating Wetlands

DNR Asbestos Removal and Notification

Act 211 Electronic Building Permit System

Act 211 Electronic Building Permit System

Municipal Link

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 provides the municipal representative access to permit information submitted by builders of for new one- and two- family dwellings. Municipality FAQ
2. 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.
3. Municipalities that incorporate their own computerized permit filing system may interface with the Department's Data connector software. DSPS Building Permit System Application Programming Interface (API) v2.0

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.

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 DSPSSBUDCTech@wisconsin.gov or 608-266-2112.

Select Municipality & County:

CITY OF APPLETON, CALUMET (CO)
CITY OF APPLETON, WINNEBAGO (CO)
CITY OF BEAVER DAM, DODGE (CO)
CITY OF BELOIT, 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 CUBA CITY, GRANT (CO)

*

- Cities
- Villages
- Townships
- Counties

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 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: 11/21/2016 to 12/5/2016 (*mm/dd/yyyy*)

Status: All

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

Filing Number:

Search Download Clear

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

You can search by any of these options

Search Results

Search Permit By

By Date: 11/17/2016 to 12/1/2016 (*mm/dd/yyyy*)

Status: Received

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

Filing Number:

Search Download Clear

Results

Results count: 3 | Page 1 of 1 | Items 1 to 3 Go to page: 1 Page size: 10

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	Manage Permit
11/17/2016 10:56 AM	Received	NZ	@wi.gov 123-123-1233	New	Construction	VZTB4Z9G4O	Manage Permit
11/17/2016 9:53 AM	Received	Nikhil	@wi.gov 123-123-1234	New	Construction, Electric, Plumbing	CQPY77N4C4	Manage Permit

To Review Permits

The Following Will Appear

This will take you directly to the error(s)

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

Checking Licenses

Dwelling Contractor SEARCH DSPS LICENSE LOOK-UP

Lic/Cert#	LICENSE LOOKUP CLEAR Dwelling Contractor license # 100 is not in our system.		
Name			
Mailing Address			
Exp Date	(mm/dd/yyyy)		
City		**ZipCode**	
Phone (xxx-xxx-xxxx)		**E-mail**	

Dwelling Contractor Qualifier SEARCH DSPS LICENSE LOOK-UP

Lic/Cert#	663 LICENSE LOOKUP CLEAR License is expired.		
Name	ROB RON		
Mailing Address	The Dwelling Contr. Qualifier shall be an owner, CEO, COB or employee of the Dwelling Contr.		
Exp Date	2/16/2015 (mm/dd/yyyy)		
City	WASHBURN	**ZipCode**	WI
Phone (xxx-xxx-xxxx)		**E-mail**	

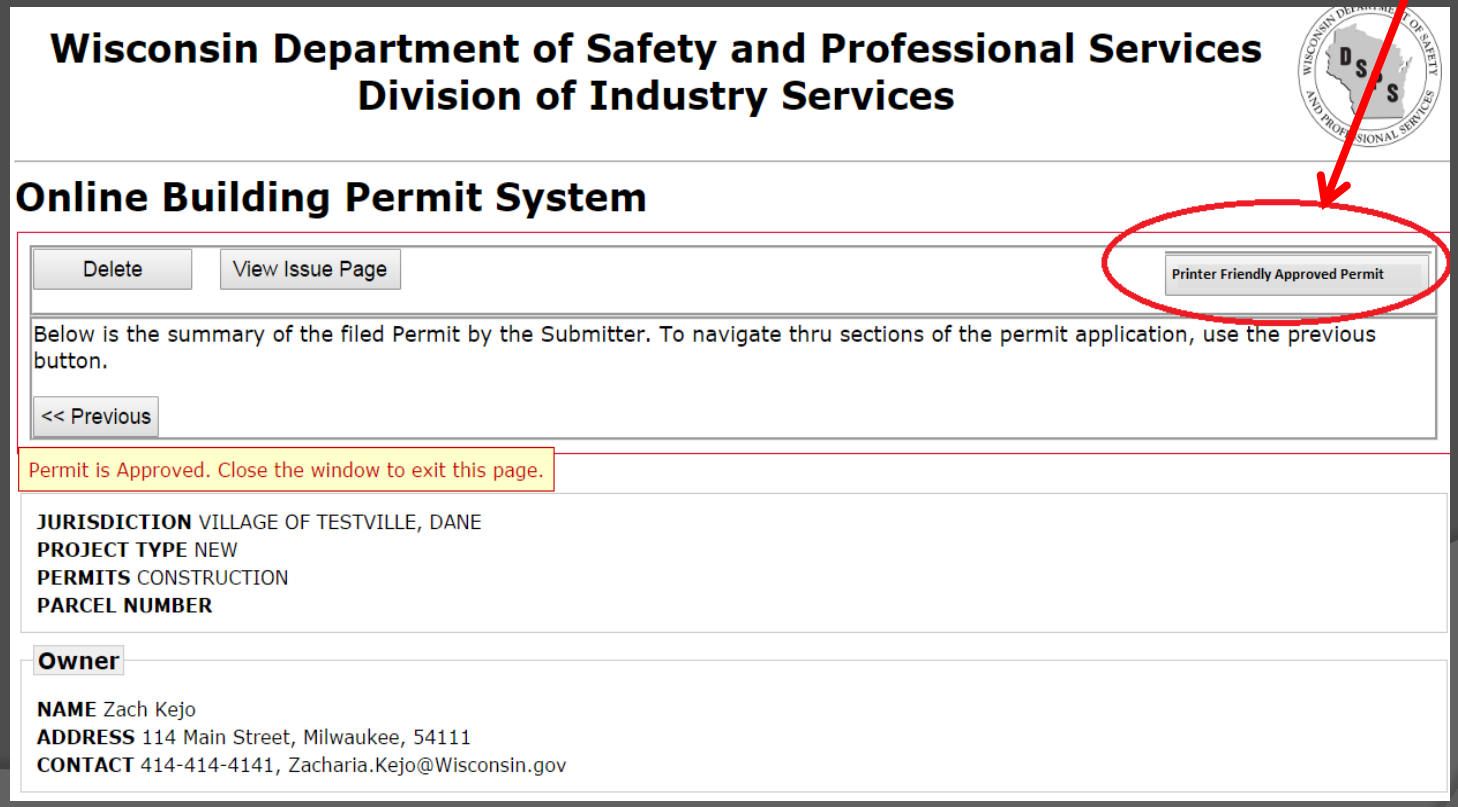
Each contractor box will have a LICENSE LOOKUP box. Click on the box: it will indicate if it is **NOT** in our system, and if it is expired.

Once Plan is Reviewed

Options for permit:

- Approve
- Deny
- Delete

Printing the permit is an option



Wisconsin Department of Safety and Professional Services
Division of Industry Services

Online Building Permit System

Delete | View Issue Page | Printer Friendly Approved Permit

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

<< Previous

Permit is Approved. Close the window to exit this page.

JURISDICTION VILLAGE OF TESTVILLE, DANE
PROJECT TYPE NEW
PERMITS CONSTRUCTION
PARCEL NUMBER

Owner

NAME Zach Kejo
ADDRESS 114 Main Street, Milwaukee, 54111
CONTACT 414-414-4141, Zacharia.Kejo@Wisconsin.gov

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

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

ISSUING JURISDICTION	Town of / Village of / City of / County of / State: Appleton	State-Contracted Inspection Agency #:	Municipality Number of Dwelling Location: 08201

FEES:		PERMIT(S) ISSUED	WIS PERMIT SEAL#	PERMIT ISSUED BY:	
Plan Review	$221.12	☑ Construction	ABC123	Name	James Wilson
Inspection	$552.80	☑ HVAC		Telephone	920-555-5555
Wis. Permit Seal	$35	☑ Electrical		Cert No.	123
Other	$621.36	☑ Plumbing		Building Permit #	16-12-954
		☑ Erosion			
Total	$1430.28				

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

What Submitter Will Receive

CITY OF APPLETON, Approved-Pending-Payment Notice for filing# WJDX23DWQO - Message (HTML)

File | Message

Ignore | Junk | Delete | Reply | Reply All | Forward | Move to: ? | To Manager | Team E-mail | Move | Rules | OneNote | Actions | Mark Unread | Categorize | Follow Up | Translate | Zoom

Delete | Respond | Quick Steps | Move | Tags | Editing | Zoom

From: DONOTREPLY

Sent: Mon 12/5/2016 11:28 AM

To:

Cc:

Subject: CITY OF APPLETON, Approved-Pending-Payment Notice for filing# WJDX23DWQO

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

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: 11/21/2016 to 12/5/2016 (*mm/dd/yyyy*)

Status: Filing

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

Filing Number:

Search Download Clear

Results

Results count: 8 | Page 1 of 1 | Items 1 to 8 Go to page: 1 Page size: 10

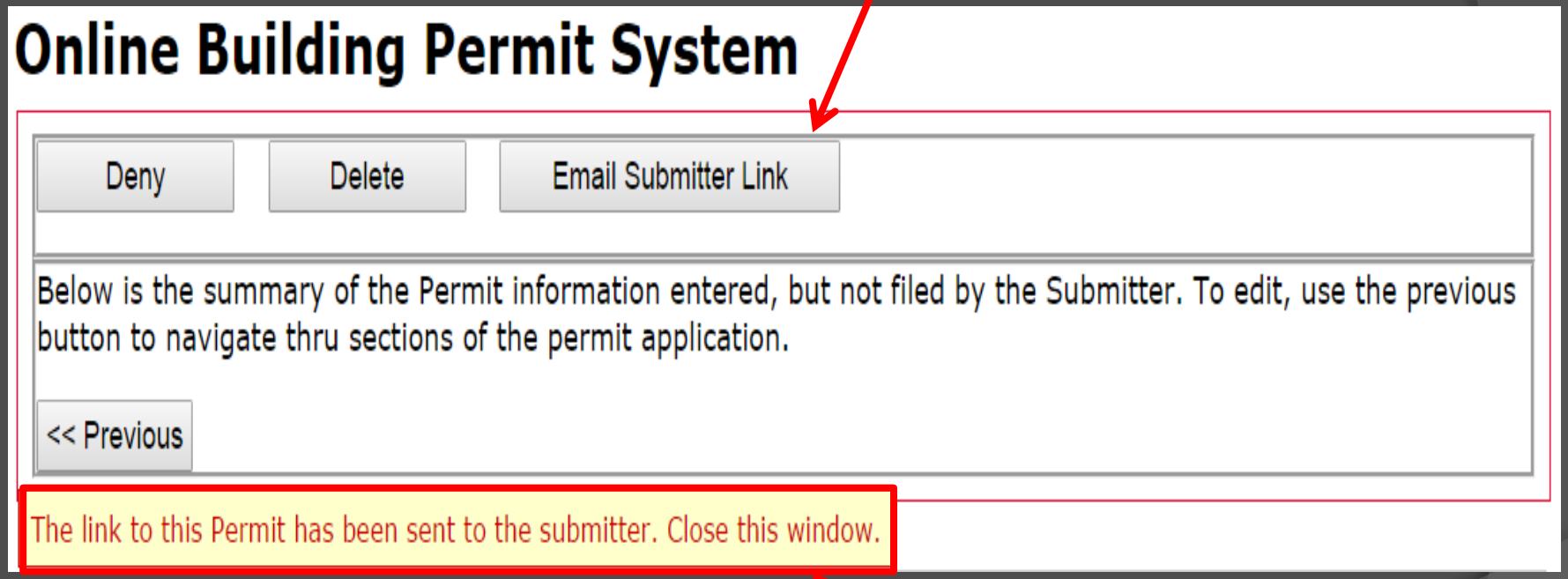
Click on column header for sorting. * Indicates Recipient is 'Other Organization'

Municipality	Contact Details	Filing Number	Submitter	Status	Permit Issue Date	Permit(s) Approved?	In Compliance?	Available Tasks
CITY OF REEDSBURG	JOHN DOE 5555555555	0TEST0TEST	JANE DOE	Filing		Construction, HVAC, Electric, Plumbing, Erosion	N	Manage Permit

Click Here

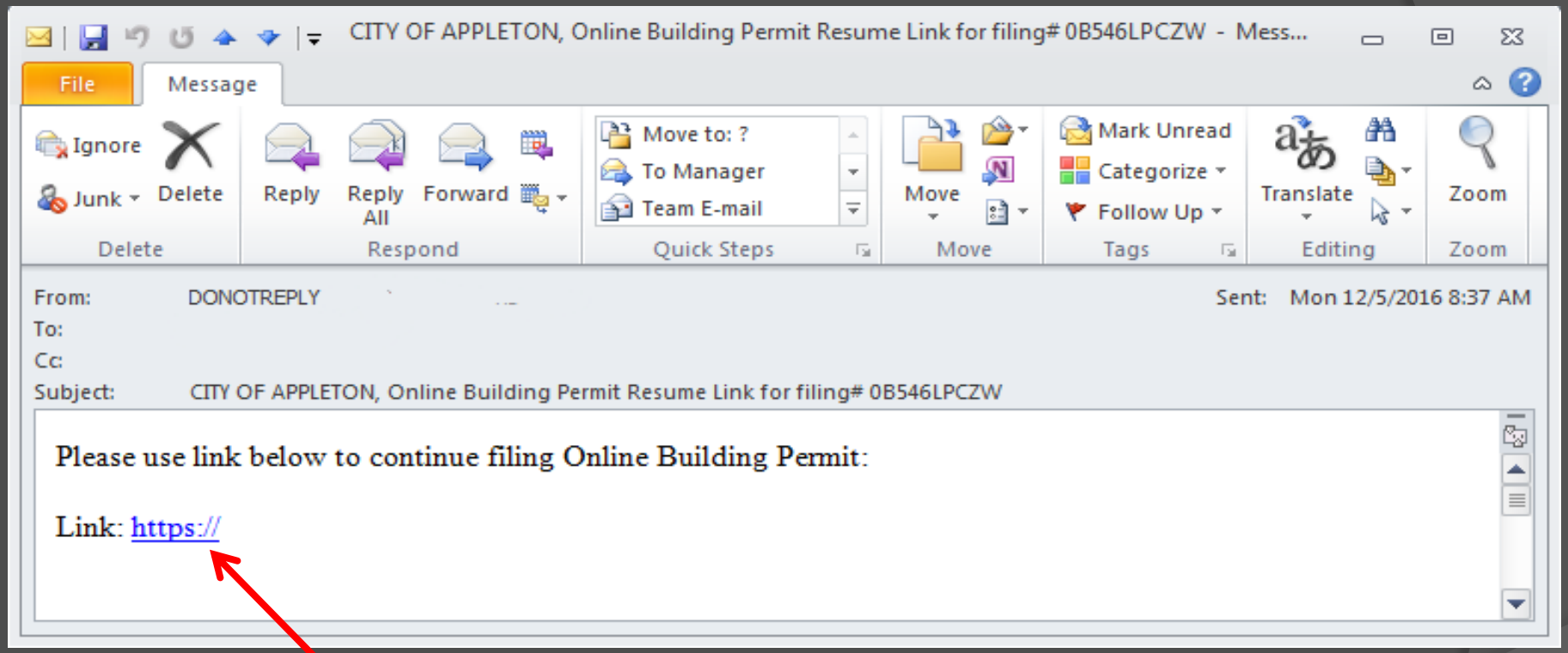
What Municipality Will Do

Click here to send link directly to submitter's email



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 both the Municipality workspace and the DSPS workspace.
- A deleted permit cannot be re-activated. A new permit needs to be re-entered.

Excel Spreadsheet Option

Wisconsin Department of Safety and Professional Services
Division of Industry Services

Search Permit | Download Excel Template | View FAQs | Upload Permit | Logout

Online Building Permit System

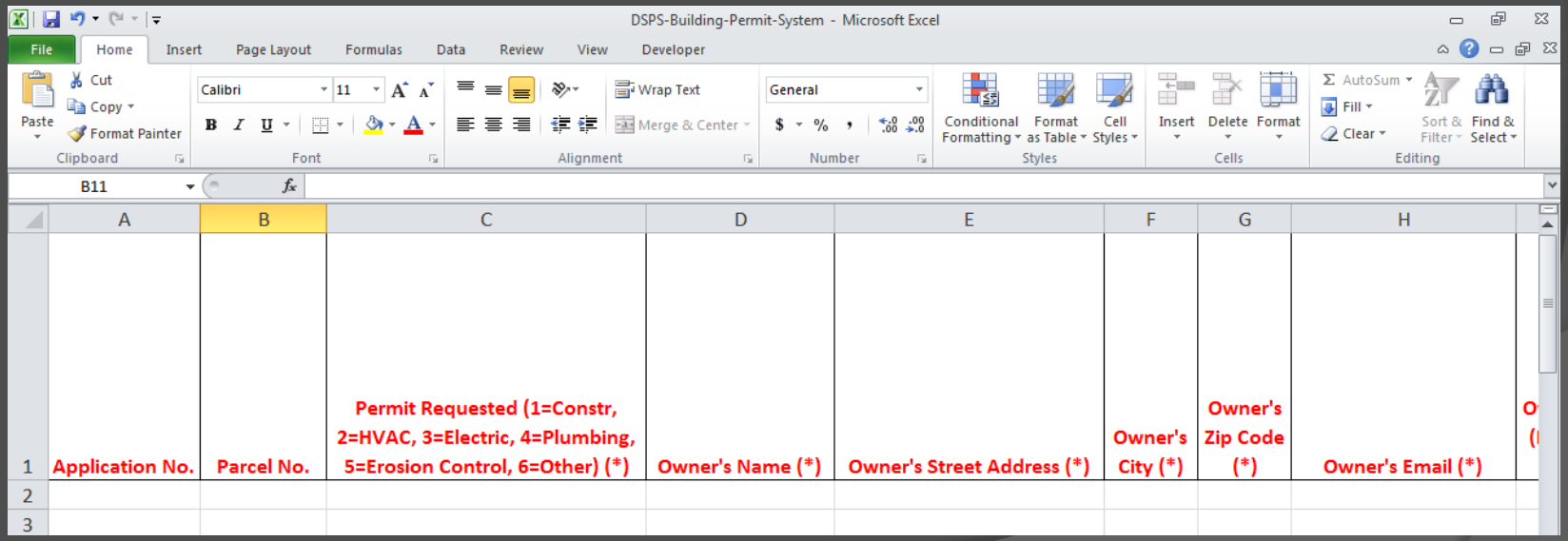
Download Excel Template View FAQs Upload Permit

Saving Spreadsheet

Save the spreadsheet as:

DSPS-Building-Permit-System.xlsx

or the system won't recognize it.



When Entering Information

- All cells with asterisks must be filled in
- No dashes for municipality numbers
- If municipality number contains a leading zero, include it
- Cell DP is a required cell

Town=1
Village=2
City=3
County=4
State=5

DP	DQ	DR	DS
Issueing Jurisdiction: Town/Village/City/County/State (1=Town,	Issueing Jurisdiction: Town/Village/City/County/State NAME	State-Contracted Inspection Agency#:	Municipality Number of Dwelling Location (*)
3			53241

Uploading Spreadsheet

Wisconsin Department of Safety and Professional Services
Division of Industry Services

Search Permit | Download Excel Template | View FAQs | Upload Permit | Logout

Online Building Permit System

Upload Permit

Online Building Permit System

Municipality ( ) Workspace

Permit Upload Page

DSPS-Building-Permit-System Excel File

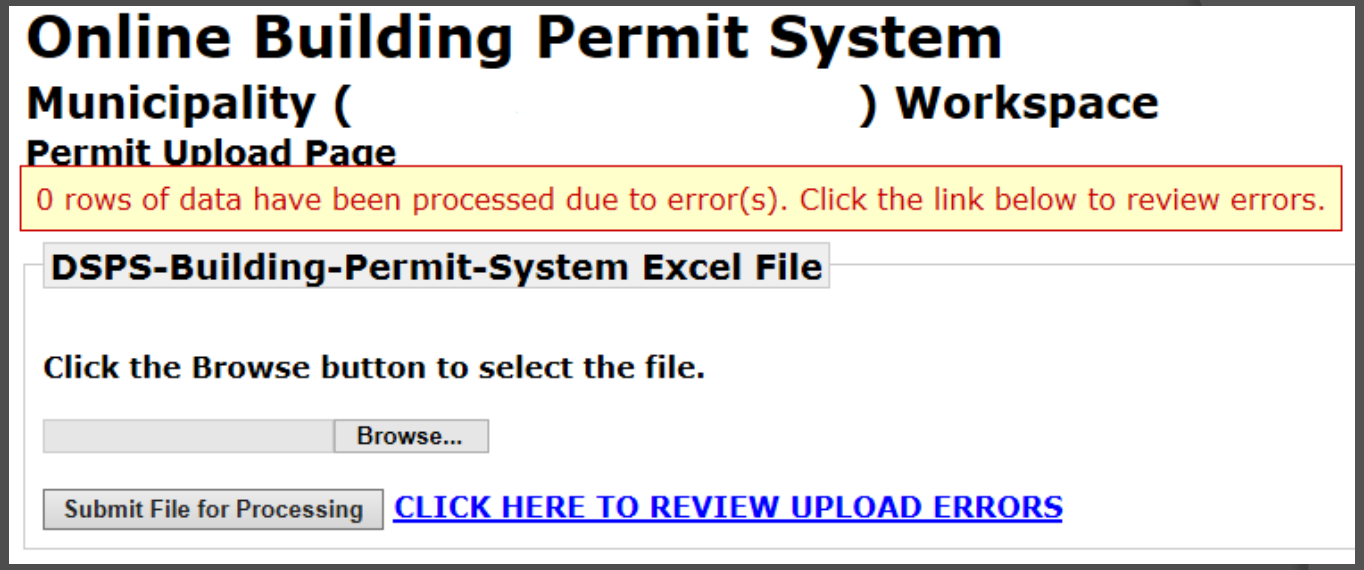
Click the Browse button to select the file.

Browse...

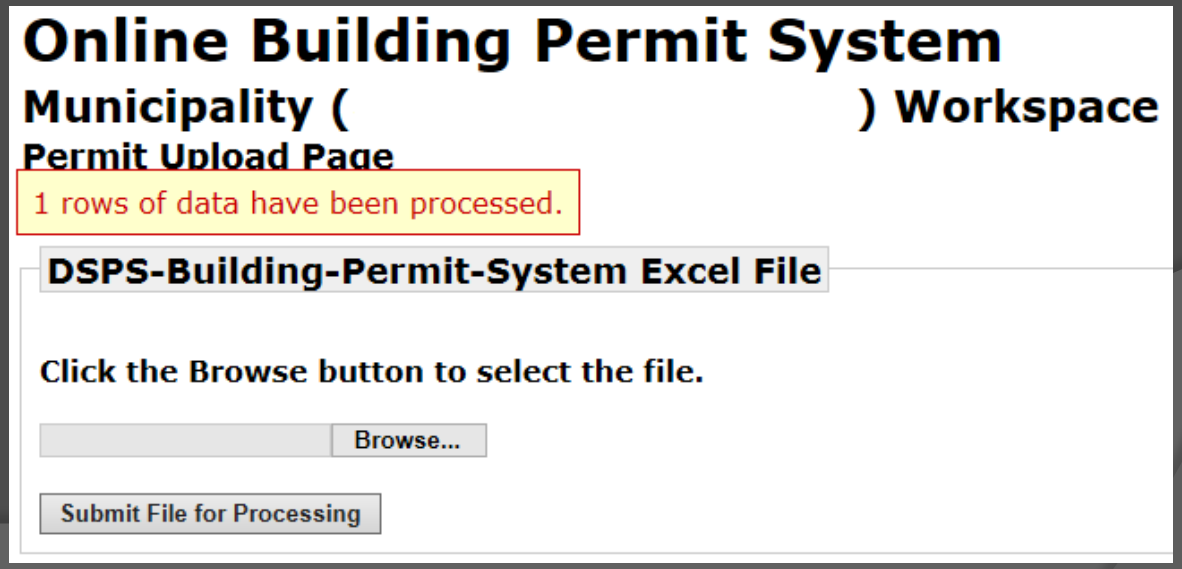
Submit File for Processing

Submittal Results

After clicking on submitting with errors



After clicking on submitting successfully



Reviewing Excel

Results

Results count: 1 | Page 1 of 1 | Items 1 to 1 Go to page: 1 Page size: 10

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
02/23/2017 12:39 PM	Submitted	Jane Doe	test@test.test 555-555-5555	New	Construction	27FOAE2H0P	Manage Permit

Clicking here will open up a summary page of all entered information

Questions?

- Lenny Kanter: Robert.Kanter@Wisconsin.gov
- Jack Wotruba: Jack.Wotruba@Wisconsin.gov
- Jenny Roets: Jennifer.Roets@Wisconsin.gov
- Supervisor: Michael McNally: MichaelD.McNally@Wisconsin.gov
- Submit General Questions to: DSPSSBUDCTech@wisconsin.gov