INDUSTRY SERVICES DIVISION

FREQUENTLY ASKED QUESTIONS (FAQs)

For Requesting Electronic UDC Building Permits (One- & Two-Family Dwellings)

General FAQs

Q: Where can I access the online building permit application?
A: The online building permit application is available by going to https://esla.wi.gov/PortalCommunityLogin and selecting the Uniform Dwelling Code Permits Tab. **Note:** You are NOT REQUIRED and should not create a user account to submit UDC permits.

Q: My municipality does not appear on the DSPS Online Building Permit System. What do I do?
A: Some municipalities do not utilize eSLA for permit applications, and therefore do not appear on the DSPS Online Building Permit System. Please contact the respective municipality for proper application procedures.

Q: What information do I need to complete the online building permit request process?
A: To complete the permit request process, you will need the following information, where required by the municipality:

1. Jurisdiction, Submitter, Project, and Permit Type Information
   - Submitter Name, Address, City, Zip Code, Phone and Email.
   - Jurisdiction: City, Township, Village, County. **Please note if your Jurisdiction is not listed you should reach out to them directly as they may not utilize this online application.**
   - Project Type: New, Alteration, Addition, Repair, Raze, Other.
   - Occupancy: One Family, Two Family, Garage, Other.
   - Permit Type: Construction, HVAC, Electric, Plumbing, Erosion Control, Other.

2. Owner and Contractor Information (as applicable)
   - Owner Name, Address, City, Zip Code, Phone, Email.
   - Dwelling Contractor Name, DSPS License Number, License Expiration Date, Address, City, Zip Code, Phone, and Email.
   - Dwelling Contractor Qualifier Name, DSPS License Number, License Expiration Date, Phone, and Email.
• If applicable, Manufactured Home Installer Name, DSPS License Number, License Expiration Date, Address, City, Zip Code, Phone, and Email.
• HVAC Contractor Name, DSPS License Number, License Expiration Date, Address, City, Zip Code, Phone, and Email.
• Electrical Contractor Name, DSPS License Number, License Expiration Date, Address, City, Zip Code, Phone, and Email.
• Plumbing Contractor Name, DSPS License Number, License Expiration Date, Address, City, Zip Code, Phone, and Email.

3. Project Location Information (If available)
• Lot, Building, and Zoning.

4. Project Information (If available)
• Area, Occupancy, Construction Type, Stories, Electric, Walls, Use, HVAC Equipment, Sewer, Water, Energy Source, Heat Loss, and Estimated Building Cost (without land value).

5. Electronic Signature

Q: My electrician has a Registered Master Electrician license but the system doesn’t accept his expiration date of 4/4/4444. What should I do?
A: Please enter 04/04/000 instead of 4/4/4444.

Q: I am a homeowner and want to general my own project. Do I need to fill out the Dwelling Contractor and Qualifier information?
A: You will leave those areas blank. At Step 5, you will check the box above your electronic signature which states “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.”

Q: How long does it take to process my permit once I have completed the electronic application?
A: Upon successfully completing the permit application on the DSPS Online Building Permit System, the request is electronically sent to the intended municipality. You will receive a confirmation email from the Online Building Permit System upon filing the application, and then again upon municipality approval. If you have any questions regarding the processing time of your permit, please contact the municipality directly.

Q: I am having trouble completing the permit application process through the DSPS Online Building Permit System. Who should I contact?
A: If you have any issues or questions regarding the permit application filing process, please contact the respective municipality clerk or building inspector office.
Q: How do I confirm that my permit request was received by the municipality?
A: Once a permit request has been filed with the respective municipality, you will receive a confirmation email from the Online Building Permit System. If you have any issues or questions regarding the permit, please contact the respective municipal clerk or building inspector office. Please reference your Filing Number, which can be found in the email you received from the Online Building Permit System.

Q: I have not received any emails from the Online Building Permit System. What do I do?
A: Check your spam folder as emails may be automatically marked as spam. If you are still unable to locate your email, please contact the respective municipality clerk or building inspector office. If possible, please reference your Filing Number.

Q: I started the permit request process but stopped before completing. How do I complete the request?
A: At any point during the permit request process, you may choose to Save & Exit. When you select this option, you will receive an email with a link to your permit request that you may access at any time.

Q: Where can I find my Filing Number or Confirmation Number?
A: You can find your Filing Number in the email you received and on the Confirmation Page of the Online Building Permit System.

Q: I am a municipal clerk or building inspector and would like to connect to the Online Building Permit System. Where do I get more information?
A: For more information on how to connect to the DSPS Online Building Permit System, please contact Division of Industry Services, at DSPSSBUDCTech@wisconsin.gov or (608) 266-2112.
Uniform Dwelling Code Building Permit Application Example

**Step 1:** Uniform Dwelling Code Dwelling Code Permits URL: [https://esla.wi.gov/PortalCommunityLogin](https://esla.wi.gov/PortalCommunityLogin)

**Step 2:** Select Uniform Dwelling Code Permits tab.

**Step 3:** Review instructions and cautionary statements.

**Step 4:** Provide acknowledgement

**Step 5:** Select the Click Here to Start the Permit Request button.
Submitter, Jurisdiction, Project, and Permit Information Section

**Step 1:** Provide required submitter details: Name, Address, City, Zip Code, Telephone, Email.

**Step 2:** Select the Municipality Type and Municipality Name for which you are submitting a request.

**Step 3:** Select Project Type.

**Step 4:** Select Occupancy. You are required to select either One Family or Two Family.

**Step 5:** Select Permit Type (One or more types can be selected) and provide Parcel No.
Owner and Contractor Information Section

**Step 1:** Provide required owner details (Name, Address, City, Zip Code, Telephone, Email). If submitter and owner are the same, you may use the Copy Submitter Information button to complete these fields.

**Step 2:** Provide the required contractor details.
Project Location Information Section

Step 1: Provide lot details (Area, One acre or more soil will be disturbed, Location [this will populate based upon the Municipality you selected earlier in the permit request], Description).

Step 2: Provide building details (Street, City, State, Zip code, County, Subdivision, Lot No., Block No.).

Step 3: Provide zoning details (Districts, Permit No.).

Step 4: Provide setback details (Front ft., Rear ft., Left ft., Right ft.).
Project Information Section

**Step 1:** Provide area details (Unfinished Basement, Living Area, Garage, Deck/Porch). The totals for each will calculate based upon your entries for Unit 1 and Unit 2. Note that Living Area is required for new construction projects.

**Step 2:** Provide construction type details.

**Step 3:** Provide number of stories.

**Step 4:** Provide electric details.

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Project Information Section (continued)

Step 5: Provide wall material type.

Step 6: Provide project use information.

Step 7: Provide HVAC equipment type details.

Step 8: Provide sewer type details. Note that if your Sewer Type is Sanitary Permit you will be required to provide the Sanitary Permit Number.

Step 9: Provide water type details.

Step 10: Provide energy source details for both space and water.

Step 11: Provide heat Loss calculation

Step 12: Provide estimated building cost without land. Please enter only numbers and decimal, no commas or spaces.
Attestation and Signature Section

**Step 1:** Read the Attestation language.

**Step 2:** If applicable, select the “I vouch that I am the owner-occupant of this dwelling” checkbox. **Note:** Only check this box if the permit is being issued to the property owner who will occupy the home upon completion of construction.
Review and Submit Information Section

Upon completing the permit application, customers will have the opportunity to review their submission details prior to doing a final submission. If necessary, edits to the permit application can be made by selecting the “Previous” button. If the permit is ready for final submission, the customer can select the “Submit” button.
Print Confirmation Section

Customers can review the filed permit application, including any filing errors that will be addressed by the municipality during the review process. Customers will have an option to print a copy of the submittal for their records.

Customers will also receive a Building Permit Submittal Confirmation Email which includes the submittal details and filing number.