Electronic Safety and Licensing Application
https://esla.wi.gov

Public Look-Up User Guide

Contents (select an item below to go to the section in this document)

General

The Public Look-Up tool provides information on existing credentials, local municipalities, fire departments, permits, plan reviews, and product approvals. The search filters vary between the various categories and this user guide will help you navigate the features.

Visit the Public Look-Up tool at https://esla.wi.gov/publiclookup or from the blue banner at esla.wi.gov:
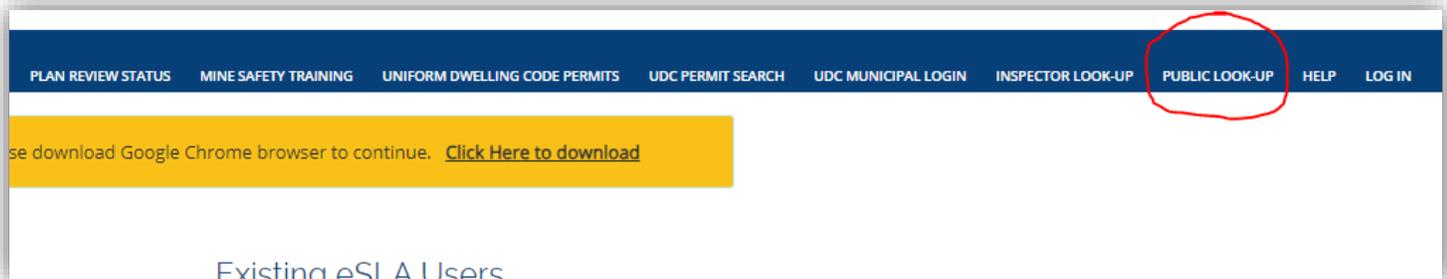
Note that some fields may not be populated for all records. User fewer filters for more results.

Credentials

Only the following credentials are available in the eSLA Public Look-Up:

Application Type	Credential Type	Credential Name
Trades Credential	Dwelling Contractor	Dwelling Contractor
		Dwelling Contractor Qualifier
		Dwelling Contractor Restricted
Trades Credential	Soil Professions	Soil Erosion Inspector
		Soil Tester
Trades Credential	Uniform Dwelling Code	UDC Construction Inspector
		UDC Electrical Inspector
		UDC HVAC Inspector
		UDC Plumbing Inspector
		UDC Inspection Agency
Manufactured Homes	Manufactured Homes Credential	Manufactured Homes Dealer
		Manufactured Homes Installer
		Manufactured Homes Manufacturer
		Manufactured Homes Salesperson
Manufactured Homes	Manufactured Homes Titling	Manufactured Homes Certificate of Title

Fire Departments/Municipalities

- While not identified with an asterisk (*), you must select a Status from the drop-down menu. If no Status is selected, you will not yield any results.

- When searching by Name, you must search using the beginning of the Name. For example, if the Name is "Albany Community Fire Department," search:
  Albany ✓
  Albany Community Fire Department ✓
  Community ✗

- When searching by FDID/Municipality Id, the Id must start with *FD* or *Muni-* as appropriate. Example:
  City of Waukesha – *Muni-67291* ✓   *67291* ✗
  Waukesha Fire Department – *FD67060* ✓   *67060* ✗

Manufactured Home Titling

- There are 2 filter fields: *Name* and *Serial Number*
  In either field, you can search based on a portion of the name or serial number.

- When using the *Name* filter, you can search the Community Name or the home's Owner Name. Note you cannot search by a co-owner's name.

Permits

- The search will not return records that have not yet completed the submission process (except UDC applications). If you have the correct application/permit number and the system does not return results, confirm with your submitter that the application status is *Submitted*. Review the [eSLA Glossary](#) for the list of statuses.

- If there is a long wait time to generate search results, try adding an extra filter such as Program Area. But remember that fewer search filters will provide more results.

- When Searching by Business Name, you must search using the beginning of the Business Name. For example, if the Business Name is "ABC Company," search:
  ABC ✓
  ABC Company ✓
  Company ✗

- Some Program Areas include "PTO" in the title. PTO = Permit to Operate. Some Program Areas include plan reviews and regularly renewing permits. Plan reviews can be found under the *Program Area*, permits can be found under the *Program Area PTO*. Example:
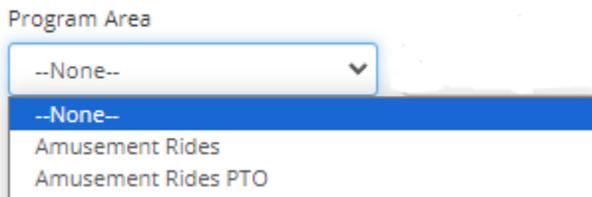
Plan Review

The Plan Review category is intended to verify the status of submitted plan review applications.

- You can only search by the application or plan review number. Partial numbers are acceptable.

- The search will not return records that have not yet completed the submission process. If you have the correct application/plan review number and the system does not return results, confirm with your submitter that the application status is *Submitted*. Review the [eSLA Glossary](#) for the list of statuses.

Products

- The Product Type defaults to *Building Products*. This can be changed to *Plumbing Products* using the drop-down menu. The filter options available are dependent on the Product Type chosen.

- When Searching by Business Name, you must search using the beginning of the Business Name. For example, if the Business Name is "ABC Engineering," search:
  ABC ✓
  ABC Engineering ✓
  Engineering ✗

- Product approvals can also be searched under the Permits and Plan Review categories of Public Look-Up however more information on the product approval is available under the Products category.