ACT 211

The online Building Permit System was developed by DSPS to allow municipalities to gain compliance with ACT 211. If you currently are applying for a New Single Family Dwelling, please click on the link below to start the process.

https://verification.dps.wi.gov/buildingpermit/application/Directions.aspx

Click on the link it will take you to the DSPS Page, please read through the cautionary statement & click on the acknowledgement box & select Click Here to Start the Permit Process.

Step 1:
It will then take you to this page & fill out the required fields

Submitter

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

Please then click on City, Village or Town & then find the municipality that you are applying for the New Home

Please select the boxes under all permits that apply and please put in the parcel number if you know it to help locate the address.

Permit *

Type
- Constr.
- HVAC
- Electric
- Plumbing
- Erosion Control
- Other
Other Description
Parcel No.

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W241 S4135 Pine Hollow Court, Waukesha, WI 53189-7901
Then click next, to Step 2:
If you need to leave the site, you can save & exit & come back at a later time. It will then take you to the next page to fill out the required fields in Owner Section, Dwelling Contractor, Dwelling Qualifier & Mechanical Contractors. Click on the License Lookup to bring up the contractor & it will prepopulate all the information in the boxes. You can do the same process for all contractors

**Dwelling Contractor SEARCH DPSL LICENSE LOOK-UP**

<table>
<thead>
<tr>
<th>Field</th>
<th>Input</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lic/Cert#</td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td></td>
</tr>
<tr>
<td>Mailing Address</td>
<td></td>
</tr>
<tr>
<td>Exp Date</td>
<td>(mm/dd/yyyy)</td>
</tr>
<tr>
<td>City</td>
<td>ZipCode</td>
</tr>
<tr>
<td>Phone (xxx-xxx-xxxxx)</td>
<td>E-mail</td>
</tr>
</tbody>
</table>

Click Next, Step 3:
This is where you need to enter all the project location information. It MUST have all information needed to review the permit.

Click, Next Step 4:
This is where you need to enter all project information to include sq ft., estimated cost, type of dwelling, energy source & other critical information.

Click, Next Step 5:
Click that you accept, sign your name if it doesn't automatically show up. The date automatically prepopulates in the form.

Click Next, Step 6,
Review the information & click submit at the bottom

Click Next, Step 7:
Print Confirmation for your records.

**YOU ARE NOT DONE**
YOU MUST DROP YOUR PLANS & PERMIT APPLICATION OFF AT THE MUNICIPALITY FOR A NORMAL REVIEW PROCESS, YOUR PERMIT IS NOT ISSUED

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W241 S4135 Pine Hollow Court, Waukesha, WI 53189-7901
ACT 211

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Step 1:
It will then take you to this page & fill out the required fields

Submitter

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

Please then click on City, Village or Town & then find the municipality that you are applying for the New Home

Please select the boxes under all permits that apply and please put in the parcel number if you know it to help locate the address.

Permit *

Type
- Constr.
- HVAC
- Electric
- Plumbing
- Erosion Control
- Other
Other Description
Parcel No.
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If you need to leave the site, you can save & exit & come back at a later time. It will then take you to the next page to fill out the required fields in Owner Section, Dwelling Contractor, Dwelling Qualifier & Mechanical Contractors. Click on the License Lookup to bring up the contractor & it will prepopulate all the information in the boxes. You can do the same process for all contractors

**Dwelling Contractor** SEARCH DPS SELECT LICENSE LOOK-UP

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W241 S4135 Pine Hollow Court, Waukesha, WI 53189-7901
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)]

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

1/4, 1/4, 1/4, of Section , T N R E (or) W

Building Address
Subdivision Name
Lot No.
Block No.
Zoning District(s)
Zoning Permit No.

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

2. AREA INVOLVED (sq ft)

Unit 1  Unit 2  Total
☐ Unfin. Bsmnt
☐ Living Area
☐ Garage
☐ Deck
☐ Other:
☐ Site-Built
☐ Mfd. - WI UDC
☐ Mfd. - US HUD
☐ Timber/Pole
☐ Other:

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

4. CONST. TYPE
☐ Wood Frame
☐ Steel
☐ ICF
☐ Timber/Pole
☐ Other:

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

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

7. WALLS

8. USE
☐ Wood Frame
☐ Steel
☐ ICF
☐ Timber/Pole
☐ Other:

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

10. SEWER
☐ Municipal
☐ Sanitary Permit#

11. WATER
☐ Municipal
☐ On-Site Well

12. ENERGY SOURCE
☐ Fuel
☐ Nat Gas
☐ LP
☐ Oil
☐ Elec
☐ Solid
☐ Solar

Dwelling unit has 3 kilowatt or more in electric space heating equipment capacity.

13. HEAT LOSS

BTU/HR Total Calculated

Envelope and Infiltration Losses ("Maximum Allowable Heating Equipment Output" on Energy Worksheet;
"Total Building Heating Load" on Rescheck report)

14. EST. BUILDING COST w/o LAND

$ 

I agree to comply with all applicable codes, statutes and ordinances and with the conditions of this permit; understand that the issuance of the 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.

APPLICANT'S SIGNATURE  
DATE SIGNED

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:

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

WIS PERMIT SEAL #  

PERMIT ISSUED BY:
Name
Date  Tel.
Cert No.

SBD-5823(R.01/08) Distribute:  Ply 1 - Issuing Jurisdiction;  Ply 2- Issuer forwards to State w/in 30 days;  Ply 3- Inspector;  Ply 4- Applicant