



ACT 211 - NEW HOME PERMITTING PROCESS

The following is the Inspection Group of the Department of Community Economic Development current process for completing and submitting a new home application. The State has adopted ACT 211 which requires the electronic documentation of the State permit form. In summary, the Contractor will complete the Wisconsin Uniform Building Permit Application on line and then bring in to the City the hard copy of the application as they currently do now. This process will go into effect now for all new home permits.

1. Contractor - completes the Wisconsin Uniform Building Permit Application online (cannot go forward until that happens) and prints out a copy of that form
2. Contractor - brings hard copies of the new home application packet with all the permits, calculations, plans, erosion control plans, the printed online application, etc. to the front desk admin/receptionists as they currently do
3. Admins – admins take in the packet as they currently do and bring the packet to Chad
4. Chad – goes through the packet to process the erosion control plans and then distributes the packet to Steve T or Paul M for review
5. Chad – brings the approved erosion control plan to Steve T or Paul M
6. Steve T or Paul M – bring the approved building plans and erosion control plans to Chad
7. Chad – calls the builder to let them know the plans are done and need to be picked up in Room 610
8. Chad – when contractor comes in for permit, logs into State system to approve the plans
 - a. Verifies emails and phone numbers are in the application
 - b. Enters the fees associated with the permit and review
 - c. Enters the State seal number
 - d. Approves the plans
9. Contractor – goes to room 608 and makes payment.
10. DONE

OUR LOG IN LOCATION ON THE WEB SITE:

<https://verification.dsps.wi.gov/buildingpermit/Municipality/Login.aspx>



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Wisconsin Uniform Building Permit ELECTRONIC Application Process

DIRECTIONS AND TIPS:

1. Log into DSPS site at:
<https://verification.dsp.wi.gov/buildingpermit/application/Directions.aspx?>

**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(l) 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 >>](#)

Here is a helpful link to a guide on the State application process and ACT 211:

http://dsp.wi.gov/Documents/Industry%20Services/Forms/UDC/2017%20ACT%20211_excel.pdf

2. Complete the application
 - a. Be sure to include phone numbers when asked
 - b. Be sure to include emails when asked
3. Print out the completed application form from the web site
4. Submit the application packet to the City as you currently do



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NOTES ON THE STATE SOFTWARE:

1. VERY Easy to use, auto populates some fields
2. It does not send a notice when someone completes a permit, that is ok
3. It does send the applicant a notice when it is submitted and it has errors in the application
4. Don't know yet if it sends the City of final approval when the application is approved by us
5. Denying an application renders it "non-editable" by us, so we never want to deny an application

NOTES ON THE STATE SOFTWARE:

1. Software want CONTRACTOR number, not qualifiers for the sub, it should be noted that way on the form
2. Only requires electrical contractor info, what about the other trades
3. Do we still need to mail in the hard copies of applications with the State seal number on it, likely not as it will all be electronic
4. It would be nice if the submitter could see the "error message(s)" before they submit. Once they submit, they can no longer edit they application, editing is required by us. Editing is not hard on our part, but it is confusing to the submitter



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SCREEN SHOTS:

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 GREEN BAY) 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: to (mm/dd/yyyy)

Status:

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

Filing Number:

Results

Results count: 4 | Page 1 of 1 | Items 1 to 4

Go to page:

Page size:

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
06/22/2017 1:33 PM	Received	Paul Van Calster	paulvc@greenbaywi.gov 920-448-3299	New	Construction, HVAC	7FFQ0VXXH5	Manage Permit
06/22/2017 10:13 AM	Filing	paul	paulvc@greenbaywi.gov 920-448-3299	New	Construction, HVAC	WIUFTBDEAE	Manage Permit
06/22/2017 10:06 AM	Received	paul	paulvc@greenbaywi.gov 920-448-3299	New	Construction, HVAC, Plumbing, Erosion	KLFZXGHY00	Manage Permit
06/22/2017 7:50 AM	Denied	Paul Van Calster	paulvc@greenbaywi.gov 920-448-3299	New	Construction, HVAC, Electric, Plumbing, Erosion	BQN2V5LC30	Manage Permit

ACCESS CODE:

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Online Building Permit System

APPROVAL PAGE

Wisconsin Permit Seal #, Municipality Number Of Dwelling Location, Permit Issuer Name and Certificate Number are required in the approval process.

APPROVAL SECTION

ISSUING JURISDICTION	<input type="radio"/> Town of <input type="radio"/> Village of <input type="radio"/> City of <input type="radio"/> County of <input type="radio"/> State <input style="width: 100%;" type="text"/>	State-Contracted Inspection Agency #: <input style="width: 100%;" type="text"/>	Municipality Number of Dwelling Location <input style="width: 100%; text-align: center; value: 05231;" type="text"/>
FEES:	PERMIT(S) ISSUED	WIS PERMIT SEAL#	PERMIT ISSUED BY:
Plan Review \$ <input style="width: 50px;" type="text" value="82"/>	<input type="checkbox"/> Construction	<input style="width: 100%;" type="text"/>	Name <input style="width: 100%;" type="text"/>
Inspection \$ <input style="width: 50px;" type="text"/>	<input type="checkbox"/> HVAC		Telephone <input style="width: 100%;" type="text"/>
Wis. Permit Seal \$ <input style="width: 50px;" type="text" value="33"/>	<input type="checkbox"/> Electrical		Cert No. <input style="width: 100%;" type="text"/>
Other \$ <input style="width: 50px;" type="text"/>	<input type="checkbox"/> Plumbing		Building Permit # <input style="width: 100%;" type="text"/>
	<input type="checkbox"/> Erosion		
Total \$ <input style="width: 50px;" type="text"/>			
Other Fee Explanation	<input style="width: 100%; height: 20px;" type="text"/>		
	(Max. Size 600 characters)		

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:

(Max. Size 600 characters)

- Approve

Deny

Delete

Go Back To Summary Page