BUILDING PERMIT APPLICATION INSTRUCTIONS

FOR esla PROGRAM EFFECTIVE 7-19-21

<u>MUST USE GOOGLE CHROME BROWSER</u>

1. Log in to <u>www.dsps.wi.gov</u>
2. Click on "programs" on blue banner near top of the page.
3. Select A-Z program list.
4. Scroll down to One & Two Family (Uniform Dwelling Code) Click on it.
5. Scroll down to eSLA Instructions for Permit Requestors Click on How to file for UDC permit, including FAQ's
6. Click on first blue link in FAQ's. https//esla.wi.gov/PortalCommunityLogin
7. In the blue banner at the top of the page, click on uniform Dwelling Code Permits. <u>DO NOT SET UP AN Esla account.</u>
8. Read instructions, scroll to the bottom and click box I read and understood contents.
9. Click blue banner "Click here to start the permit request".
10. Complete application.

IMPORTANT INFORMATION

WE HAVE DISCOVERED THAT THE UPGRADED STATE SOFTWARE HAS A GLITCH THAT DOES *NOT* NOTIFY US WHEN PERMIT APPLICATIONS ARE SUBMITTED ON LINE. IT IS BEING CORRECTED BUT THAT MAY TAKE SOME TIME. IN THE MEAN TIME, PLEASE EMAIL WHEN YOU HAVE SUBMITTED AN APPLICATION SO WE KNOW IT IS THERE.

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