

Wisconsin Department of Safety and Professional Services

Mail To: P.O Box 8935
Madison, WI 53708-8935

1400 E. Washington Avenue
Madison, WI 53703

FAX #: (608) 261-7083

E-Mail: web@dsps.wi.gov

Phone #: (608) 266-2112

Website: <http://dsps.wi.gov>

INDUSTRY SERVICES DIVISION

Introduction

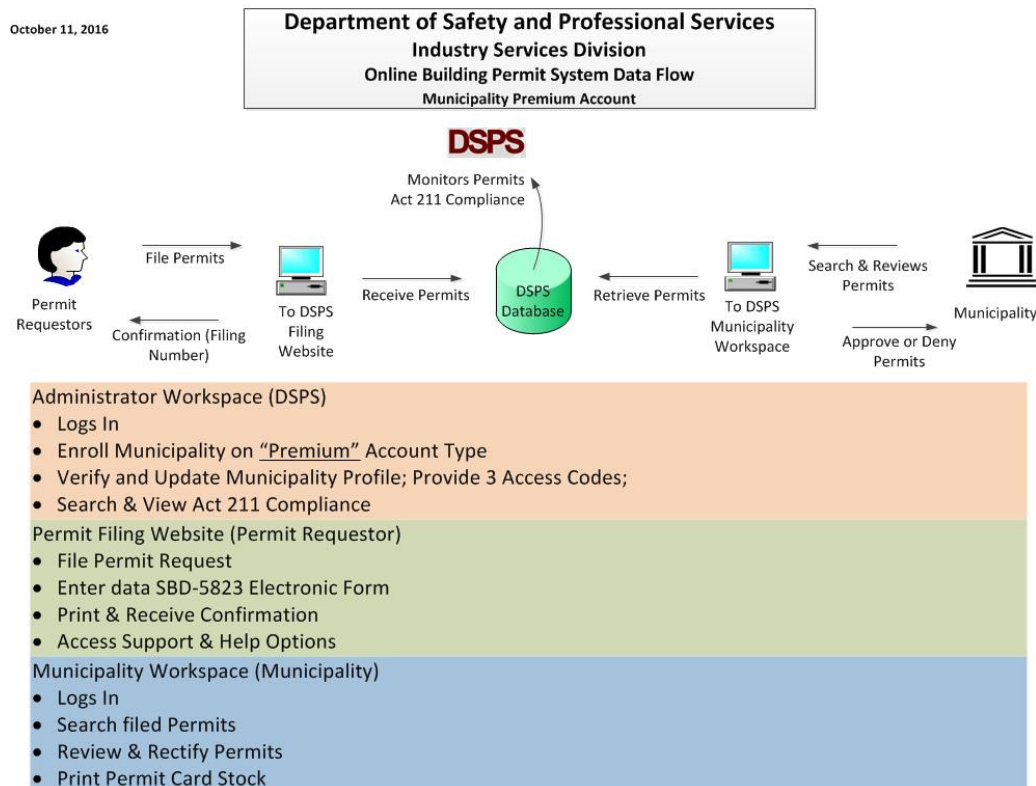
Per 2015 Wisconsin Act 211, Department of Safety and Professional Services through its website, provides municipal authorities with a system to submit electronic building permits for all new 1 and 2 family dwellings.

Each municipality shall contact the department to register and enroll in the department's Online Building Permit System. Municipalities or its contracted agent shall then file all building permits in the format acceptable to the department no later than the 15th of the following month after the date the permit was issued.

DSPS Online Building Permit System Registration Account Types

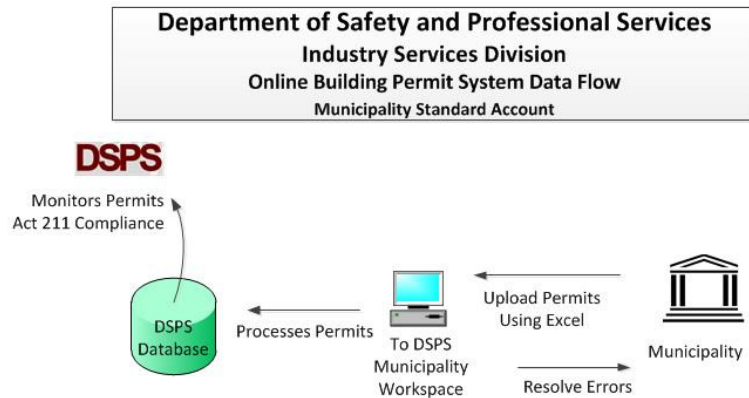
All municipalities will need to enroll and register within DSPS Online Building Permit System for 1 of 3 available account types listed below:

1-Premium Account



2-Standard Account

October 11, 2016



Administrator Workspace (DSPS)

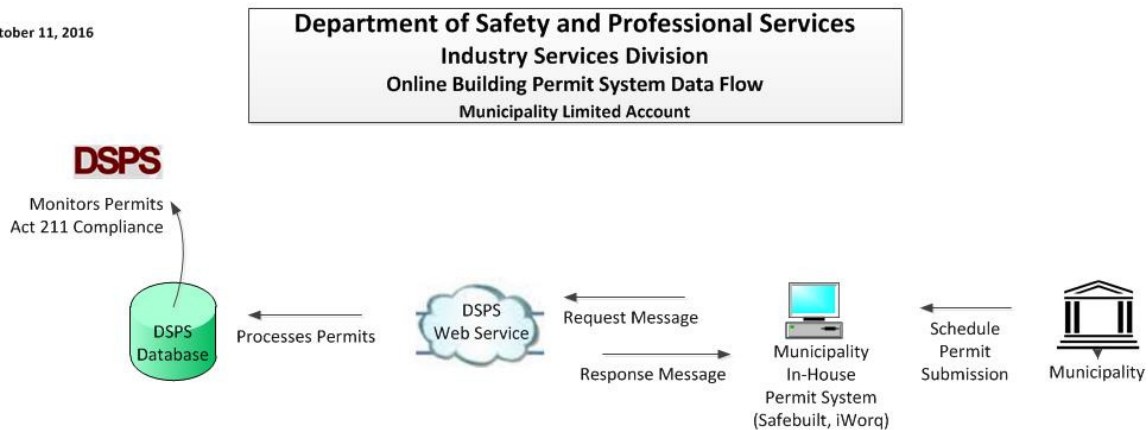
- Logs In
- Enroll Municipality on “Standard” Account Type
- Verify and Update Municipality Profile; Provide 3 Access Codes;
- Search & View Act 211 Compliance

Municipality Workspace (Municipality)

- Logs In
- Upload Excel File w/ Issued Permits
- Search filed Permit requests by: Date Range, Permit Fulfillment Status (Submitted, Error), Submitter Name.
- Review Permit Error Status with Log. Delete Permit and Re-Upload

3-Limited Account

October 11, 2016



Administrator Workspace (DSPS)

- Logs In
- Enroll Municipality on “Limited” Account Type
- Verify and Update Municipality Profile; Provide 3 Access Codes;
- Search & View Act 211 Compliance

Frequently Asked Questions (FAQs)

Q: How to get Access Code? Can it be reset or shared?

A: Access Code will be given by DSPS staff to the Municipality upon successfully completing the onboarding within Online Building Permit System.

An onboarding step is required when signing for either account types (Premium, Standard, Limited).

Q: How to update contact information and office hours for Clerk/Inspector?

A: Once the onboarding within Online Building Permit System by DSPS staff is completed, the Municipality will have access to Municipality Workspace. After successful login, from the Settings Management Page as shown in screen capture below, Municipality's Contact Information and Office Hour (s) can be updated:

Wisconsin Department of Safety and Professional Services Division of Industry Services



[Search Permit](#) [Manage Settings](#) [View FAQs](#) [Logout](#)

Online Building Permit System

Municipality (~~XXXXXXXXXXXXXXXXXX~~) 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:	<input type="text" value="11/24/2016"/>	to	<input type="text" value="12/8/2016"/>	(mm/dd/yyyy)
Status:	<input type="text" value="All"/>			
Submitter:	<input type="text"/> (Use last, first OR partial name to retrieve results).			
Filing Number:	<input type="text"/>			
<input type="button" value="Search"/> <input type="button" value="Download"/> <input type="button" value="Clear"/>				

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Online Building Permit System

Municipality ([REDACTED]) Workspace
Settings Management Page

DSPS Account

Type: Premium w/ Online Application

Clerk-Treasurer's Contact Information

Clerk Name: [REDACTED] *
Clerk Email: [REDACTED] *
Clerk Telephone: [REDACTED] *
Clerk Fax: [REDACTED]
Address Line1: [REDACTED] *
Address Line2: [REDACTED]
City: [REDACTED] *
Zip Code: [REDACTED] *

Lead Inspector Contact Information

Inspector Name: TBD
Inspector Email: TBD
Inspector Telephone: TBD

Inspector Hours

Monday [01:00] AM To [01:00] AM ☐ Monday Closed
[04:00] AM To [04:00] AM ☐ [04:00] AM To [04:00] AM ☐

Q: How to search and review filed permits?

A: Once the onboarding within Online Building Permit System by DSPS staff is completed, the Municipality will have access to Municipality Workspace. After successful login, from the Permit Search Page as shown in screen capture below, Municipality will be able to search and review filed permits.

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[Search Permit](#) [Manage Settings](#) [View FAQs](#) [Logout](#)

Online Building Permit System

Municipality (██) 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 DSPSBUDCTech@wisconsin.gov or 608-266-2112. You can search across Permit Statuses which includes:

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- **Received:** Permit Requestor has completed the permit application and it is currently ready for Inspector review
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- **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:



Search Results are as shown in screen capture below:

Results

Results count: 2 | Page 1 of 1 | Items 1 to 2

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
10/25/2016 9:36 AM	Received	Mike Rogers	Test@gmail.com 608-111-1111	New	Construction	DMHZJYGUF3	Manage Permit
10/24/2016 2:35 PM	Received	Michael Jordansket	MJ@gmail.com 262-111-1111	New	Construction, Other	8VYMPZSRQ3	Manage Permit

Click Manage Permit Link to: Review the filed permit application; Approve the filed permit; Deny the filed permit.

Q: Where do I get the Excel Template File for uploading issued permits?

A: Once the onboarding within Online Building Permit System by DSPS staff is completed, the Municipality will have access to Municipality Workspace. After successful login, Municipality will be able to download the Excel Template File from the Settings Management Page as shown in screen capture below:

Wisconsin Department of Safety and Professional Services Division of Industry Services



[Search Permit](#) [Download Excel Template](#) [View FAQs](#) [Upload Permit](#) [Logout](#)

Online Building Permit System

Municipality (██████████) 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:

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- **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:

Q: How should the data keyed in the Excel Template File?

A: Excel file contains columns under which permit data needs to be keyed in. Each column has a header providing data entry instructions. Every row upon completion will represent an issued permit.

	A	B	C	D	E	F	G	H	I	J	K	L
	Application No.	Parcel No.	Permit Requested (1=Constr, 2=HVAC, 3=Electric, 4=Plumbing, 5=Erosion Control, 6=Other)	Owner's Name	Owner's Street Address	Owner's City	Owner's Zip Code	Owner's Email	Owner's Telephone No. (Format: xxx-xxx-xxxx)	Dwelling Contractor's License Identification No.	Contractor's License Identification No. Exp Date	Dwelling Contractor's License Identification No. Exp Date
1												
2												
3												
4												

Please refer to the included Instructions and Sample worksheet tabs which are shown in the below screens:

DSPS-Building-Permit-System.xlsx - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View Add-Ins Load Test Team

Clipboard Font Alignment Number Conditional Formatting Styles

P32

Instructions for filing permit using Excel Template "DSPS-Building-Permit-System.xlsx".

In the provided Excel Template using Microsoft Excel spreadsheet software Version 2007 or newer, Key in permit data from Wisconsin Uniform Building Permit Application Form# SBD-5823.

Sample of the keyed in single permit is available for review on the second worksheet of this Excel Template.

Data you enter into "Permit-Issued" Worksheet and respective cells has to comply with the provided format instructions within the column headers. You are responsible for entering only approved permits with all required & accurate information.

The provided Excel template name and the worksheets within the file cannot be altered. There is limited validation or verification of information you enter.

After all the permits are keyed in, Municipalities by using DSPS Online Building Permit System will need to upload Excel Template to comply with 2015 Act 211.

DSPS-Building-Permit-System.xlsx - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View Add-Ins Load Test Team

Clipboard Font Alignment Number Conditional Formatting Styles

DM20

DM	DN	DO	DP	DQ	DR	DS	DT	DU	DV	DW	DX	DY	DZ	EA	EB	EC	ED	EE
Applicant Sign Date	Applicant is Owner-Occupier (0=No, 1=Yes)	Approval Condition Remark	Issuing Jurisdiction: Town/Village/County	Issuing Jurisdiction: State NAME	State-Contracted Inspection Agency#	Municipality Number of Dwelling Location	Plan Review Fee (\$)	Inspection Fee (\$)	WI Permit Seal Fee (\$)	Other Fee (\$)	Total Fees (\$)	Permits Issued (1=Construction, 2=HVAC, 3=Electrical, 4=Plumbing)	WI Permit Seal Number (Only allowed By: Name)	Permit Issued By: Date (Format mm-dd-yyyy)	Permit Issued By: Telephone (Format xxx-xxx-xxxx)	Permit Issued By: Certificate No.	Building Permit Number	
10/31/2016		1 Test Appr	3 BAYFIELD			04206	220	1606.84	38	1962.18	3827.02	1, 2, 5	455301	Michael A	11/1/2016	920-111-1111	11452	12345

Dept of Safety & Professional Services
Industry Services Division
Wisconsin Stats. 101.63, 101.73

Wisconsin Uniform Building Permit Application

Application No. 20161031
Parcel No. 94-4445-1112

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: Jane Doe Mailing Address: 1400 E. Waubesa, Appleton, 54915 Tel.: 920-111-1111

Contractor Name & Type: DC LLC Mailing Address: 11156 303 Sample Street, Appleton, 54914 Tel. & Fax: 920-111-1111

Dwelling Contractor (Constr.): DC LLC 1115662 The Dwelling Contr. Qualifier shall be an owner, CEO, COB or employee of the Dwelling Contr. 920-111-1111

Dwelling Contr. Qualifier: DC LLC 111223 303 Sample Street, Appleton, 54914 920-111-1111

HVAC: HVAC LLC 352233 303 Sample Street, Appleton, 54914 920-111-1111

Electrical: ELECTRIC LLC 78456 303 Sample Street, Appleton, 54914 920-111-1111

Plumbing: PLUMB LLC

PROJECT LOCATION Lot area: 20000 Sq. ft. ☒ One acre or more of soil will be disturbed. ☒ Town ☒ Village ☒ City of BAYFIELD ☐ J5 1/4, J5 1/4, of Section 26, T____, N, R____, 1PW

Building Address: 1313 Test Drive County: BAYFIELD Subdivision Name: SCHOOL LANE Lot No.: 15 Block No.: 15

Q: How can IT Systems like IWorq or Safebuilt connect to DSPS Building Permit System?

A: DSPS Building Permit System allows setting up an electronic transfer of permits between diverse IT systems by using Web Service. For more information on the programming API, please contact the DSPS at DSPSSBUDCTech@wisconsin.gov or 608-266-2112.

Q: How is Filing website enabling the compliance with Act 211?

A: Municipality with Premium Account type will be able accept online applications from the permit requestors. Municipality officers upon a successful review will be able to approve the received permits. After the approval is granted, the Online Building Permit System will automatically submit the permit to DSPS electronically right away and resulting in compliance with Act 211.

Q: How is the Excel File Uploader or Web Service Integrator calculating the Act 211 compliance?

A: Municipality with Standard or Limited Account types will be able electronically (Excel File Upload or System-To-System Web Service Integration) to submit the issued permits. The uploading and permit issued dates will determines the compliance with Act 211.

Q: What data on permit forms are validated by DSPS Online Building Permit System?

A: Following data validation rules have been incorporated into DSPS Online Building Permit System:

- Owner Name, Address, City, Zip Code and Telephone are required.
- Construction permit type is required for New, Addition or Alteration Projects.
- Project living area in Project Information Section (Step 4.) is required for New, Addition or Alteration Projects.
- Wisconsin Permit Seal is required for New Project.
- Permit Issuer Name and Permit Issued Date are required for the approval process.
- Municipality Number of Dwelling Location is required.
- For New project, Dwelling Contract and Dwelling Contractor Qualifier are required unless submitter has indicated that he/she will be owner-occupant.