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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.dsps.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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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 DSPS LICENSE LOOK-UP

Lic/Cert#		LICENSE LOOKUP	CLEAR
Name			
Mailing Address			
Exp Date	*(mm/dd/yyyy)*		
City		**ZipCode**	
Phone (xxx-xxx-xxxx)		**E-mail**	

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