



2015 Wisconsin Act 211 and UDC Permit Municipality Frequently Asked Questions (FAQs)

Introduction

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

Each municipality shall contact the Department to register and enroll in the DSPS 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. **Note, if the municipality has registered and enrolled with the Department in an electronic filing method prior to July 19, 2021, then there is no need for the municipality to re-register and enroll within the Online Building Permit System.**

DSPS Online Building Permit System Registration Account Types

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

1. **Premium with Online Application Account (Option #1):**
 - a. DSPS UDC Staff:
 - i. Onboard municipality and provide access code.
 - b. Permit Requestor:
 - i. File permit request using DSPS online permit system.
 - ii. Print and receive email communications.
 - c. Municipality:
 - i. Log in to Municipal Workspace
 - ii. Search permit requests by status, date range, submitter, and filing number.
 - iii. Review and correct filed permits.
 - iv. Approve, Issue, Deny, Delete permits and print permit cards.

2. Standard with CSV Upload (Option #2):

- a. DSPS UDC Staff:
 - i. Onboard Municipality and provide access code.
- b. Permit Requestor:
 - i. File permit request directly with the municipality.
- c. Municipality:
 - i. Log in to Municipal Workspace.
 - ii. Upload CSV file of issued permits.
 - iii. Search permit requests by status, date range, submitter, and filing number.
 - iv. Manage permits to review any filing errors and can also delete and print copy of permit request.

3. Limited with Webservice (Option #3):

- a. DSPS UDC Staff:
 - i. Onboard municipality and provide access code.
- b. Permit Requestor:
 - i. File permit request directly with the municipality.
- c. Municipality:
 - i. Upload permits to DSPS via webservice.
 - ii. Municipality schedules webservice and receives a response message indicating whether permits were successfully loaded.
 - iii. Ability to log in to the Municipal Workspace and search permits by status, date range, submitter, and filing number.

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[Premium with Online Application Account \(Option #1\) FAQs](#)

[Standard with CSV Upload \(Option #2\) FAQs](#)

[Limited with Webservice \(Option #3\) FAQs](#)

General Municipal FAQs

Q: How do I log in to the Municipal Workspace?

A: To access the municipal login page, go to <https://esla.wi.gov/PortalCommunityLogin>. Then select the UDC Municipal Login Tab on the top menu bar. Next, you will select your Municipality Type and Municipality Name, and then enter the Access Code provided to you by the Department.

The screenshot shows the 'Online Building Permit System' login page for municipalities. At the top, there is a navigation bar with links: MINE SAFETY TRAINING, UNIFORM DWELLING CODE PERMITS, UDC PERMIT SEARCH, UDC MUNICIPAL LOGIN (highlighted with a red box), INSPECTOR LOOK-UP, PUBLIC LOOK-UP, and LOG IN. The main header reads 'Wisconsin Department of Safety and Professional Services Division of Industry Services'. Below this, the title 'Online Building Permit System' and subtitle 'Municipality Workspace' are displayed. A welcome message states: 'Welcome to the DSPS Online Building Permit System. To continue, please select your municipality from below and enter the assigned code provided to you by the DSPS staff.' A note mentions contacting DSSBUDCTech@wisconsin.gov or 608-266-2112 for questions. The 'Select Municipality and County' section features a dropdown menu with options like 'CITY OF WISCONSIN DELLS, SAUK', 'CITY OF WISCONSIN DELLS, ADAMS', 'City of Wisconsin Rapids, WOOD', and 'City of ZZZTEST, TEST'. To the right of the dropdown is a radio button selection area with options: Cities (selected and highlighted with a red box), Villages, Townships, and Counties. Below the dropdown is a text field for 'Enter assigned Access Code:' containing 'ZBh1j95b4a'. A red dashed arrow points from this field to a note: 'An access code can be obtained by contacting DSSPS staff.' At the bottom left is a 'LOGIN' button.

Q: How do I obtain an Access Code? Can it be reset or shared?

A: Access Codes are given by DSSPS staff to the municipality upon successfully completing the Online Building Permit System onboarding process.

An onboarding step is required when enrolling in one of the three account types (Premium with Online Application, Standard with CSV upload, Limited with Webservice). **Note, if the municipality has registered and enrolled with the Department in an electronic filing method prior to July 19, 2021, then there is no need for the municipality to re-register and enroll within the Online Building Permit System.**

Q: Can I search and review filed permits?

A: Once the municipality has access to the Municipality Workspace, go to the Permit Search Page as shown in screen capture below. Here, the municipality will be able to search filed permits.

From the Manage Permit page, the municipality can review and resolve filing errors, and deny, delete, or approve permit requests (depending on the option chosen by the municipality).

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[Search Permit](#) [Manage Settings](#) [View FAQs](#) [Log Out](#)

Online Building Permit System

Municipality (City of ZZZTEST, TEST) Workspace - Muni Number (00000)

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@UDCTech@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 Requester 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 Hard Stock (at this stage, the permit information has been submitted to the DPS for compliance with 2015 Act 211).
Denied: Inspector has denied the completed application.
Deleted: Inspector has deleted the application.

Search Permit By

By Date: 06/13/2021 to 07/11/2021
Status: Please select Status
Submitter:
Filing No:

[SEARCH](#) [DOWNLOAD](#) [CLEAR](#)

Results

Search:

Filing Date	Status	Submitter	Contact Details	Project Type(s)	Permit Requested	Address	Available Tasks	Filing Number	In Compliance?
Fri July 2 04:21 PM, 2021	Filing	Test Submitter	testsubmitter@mailinator.com (012) 345-6789	New	Construction HVAC,		Manage Permit	DIS-072176208	No
Fri July 2 04:13 PM, 2021	Filing	Test Submitter	testsubmitter@mailinator.com (012) 345-6789	New	Construction HVAC, Electric, Plumbing, Erosion,	123 Street	Manage Permit	DIS-072176207	No
Fri July 2 08:03 AM, 2021	Filing	Test Submitter	testsubmitter@mailinator.com (012) 345-6789	New	Construction		Manage Permit	DIS-072176196	No
Thu July 1 11:27 AM, 2021	Submitted	bob	email@email.com 123-456-7890	New	Construction Electric,	1313 Test Drive	Manage Permit	DIS-072176194	No

Q: Which data fields on the application are validated by the DSPS Online Building Permit System?

A: The following data validation rules have been incorporated into the DSPS Online Building Permit System:

- Submitter Name, Address, City, Zip Code, Telephone, and Email are required.
- Project Type: New, Alteration, Addition, Repair, Raze, Other.
- Occupancy: One Family, Two Family, Garage, Other.
- Permit Type: Construction, HVAC, Electric, Plumbing, Erosion Control, Other.
- Owner Name, Address, City, Zip Code, Telephone, and Email.
- Contractor Details: License/Certification Number, Address, City, Zip Code.
 - Dwelling Contractor.
 - Dwelling Contractor Qualifier (or Manufactured Home Installer).
 - HVAC Contractor or Qualifier.
 - Electrical Contractor.
 - Master Electrician.
 - Master Plumber.
- Project living area in Project Information Section (Step 4) is required for New, Addition, and Alteration projects.
- If Sewer Type is Sanitary Permit, you will be required to provide the Sanitary Permit Number.
- For a New project, Dwelling Contractor and Dwelling Contractor Qualifier are required unless submitter has indicated that he/she will be owner-occupant.

Premium with Online Application Account (Option #1) FAQs

Q: How is electronic permit filing on the DSPS Building Permit System enabling compliance with 2015 Act 211?

A: A municipality with Premium Account type will be able to accept online applications from permit requestors. The municipality officers, upon a successful review of the filed request, will be able to approve the received permits. After approval is granted, the Online Building Permit System will instantly submit the permit to DSPS electronically, resulting in compliance with Act 211.

Q: Can I update the Clerk/Inspector contact information and office hours viewable by the customer?

A: Once the municipality has access to the Municipality Workspace, go to the Settings Management Page as shown in screen capture below. Here, a municipality's contact information and office hours can be updated.

The screenshot shows the 'Online Building Permit System' interface for the 'Municipality (City of ZZZTEST, TEST) Workspace - Muni Number (00000)'. The page title is 'Online Building Permit System' and the subtitle is 'Municipality (City of ZZZTEST, TEST) Workspace - Muni Number (00000)'. Below the title, there is a 'Permit Search Page' section. The main content area contains instructions: '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 DSPSBUDCTech@wisconsin.gov or 608-266-2112. You can search across Permit Statuses which includes:'. Below this, there are definitions for permit statuses: '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.', and 'Deleted : Inspector has deleted the application.'. At the bottom, there is a 'Search Permit By' section with a 'By Date' dropdown menu.

The screenshot shows the 'Online Building Permit System' interface for the 'Municipality (City of ZZZTEST) Workspace'. The page title is 'Online Building Permit System' and the subtitle is 'Municipality (City of ZZZTEST) Workspace'. Below the title, there is a 'Settings Management Page' section. The main content area contains a 'DSPS Account' section with a 'Department of Revenue Municipality ID' field (containing '00000') and a 'Type' dropdown menu (set to 'Premium w/ Online Application'). Below this, there is a checkbox labeled 'Is Municipality Opting for Inspector to Receive Submittal Email Notifications?' which is currently unchecked.

Clerk-Treasurer's Contact Information

Clerk Name * Clerk Email *

Clerk Telephone * Clerk Fax

Address Line 1 *
Address Line 2

City * Zip Code *

Lead Inspector Contact Information

Inspector Name Inspector Email

Inspector Telephone

Inspector Hours

Day	From Time	To Time	Closed
Monday	<input type="text" value="10:00 AM"/>	<input type="text" value="04:00 PM"/>	<input type="checkbox"/>
Tuesday	<input type="text" value="10:00 AM"/>	<input type="text" value="04:00 PM"/>	<input type="checkbox"/>
Wednesday	<input type="text" value="10:00 AM"/>	<input type="text" value="04:00 PM"/>	<input type="checkbox"/>
Thursday	<input type="text" value="10:00 AM"/>	<input type="text" value="04:00 PM"/>	<input type="checkbox"/>
Friday	<input type="text" value="10:00 AM"/>	<input type="text" value="04:00 PM"/>	<input type="checkbox"/>
Saturday	<input type="text" value="--:--"/>	<input type="text" value="--:--"/>	<input checked="" type="checkbox"/>
Sunday	<input type="text" value="--:--"/>	<input type="text" value="--:--"/>	<input checked="" type="checkbox"/>

Q: Can I see if there is a filing error?

A: Municipalities can access the permit request to correct filing errors as part of the permit review process. With an incomplete permit request, municipalities have the option to deny or delete the request.

MINE SAFETY TRAINING
UNIFORM DWELLING CODE PERMITS
UDC PERMIT SEARCH
UDC MUNICIPAL LOGIN
INSPECTOR LOOK-UP
PUBLIC LOOK-UP
LOG IN

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Division of Industry Services

Online Building Permit System

Below is the summary of the filed Permit by the Submitter. To edit, use the previous button to navigate thru sections of the permit application.

! Dwelling Contractor Qualifier is required in Step 2 when requesting for Construction Permit type. Master Electrician is required in Step 2 when requesting for Electric Permit type.

Q: What are my options with a filed permit request?

A: When a permit request has provided all required information, the municipality has the option to approve, deny, delete, or print a copy of the permit request from this page.

The screenshot shows the 'Online Building Permit System' interface. At the top, there is a navigation bar with links: MINE SAFETY TRAINING, UNIFORM DWELLING CODE PERMITS, UDC PERMIT SEARCH, UDC MUNICIPAL LOGIN, INSPECTOR LOOK-UP, PUBLIC LOOK-UP, and LOG IN. The main header reads 'Wisconsin Department of Safety and Professional Services Division of Industry Services'. Below this, the title 'Online Building Permit System' is displayed. A red rectangle highlights four buttons: 'APPROVE', 'DENY', 'DELETE', and 'CLICK HERE FOR PRINT'. Below these buttons, a text box states: 'Below is the summary of the filed Permit by the Submitter. To edit, use the previous button to navigate thru sections of the permit application.' A '<< PREVIOUS' button is located below this text. At the bottom, a summary box contains the following information: JURISDICTION : City of ZZZTEST, PROJECT TYPE : New, PERMITS : Construction HVAC Electric Plumbing, and PARCEL NUMBER :.

Q: What are the steps to approve a permit request? Which fields are required?

A: Upon selecting the Approve button, the Municipality will then be able to proceed with registering payment and final issuance of the permit. Note when the below step is completed, the permit requestor will receive an email directing them to contact the municipality to arrange payment. The permit card is not available until payment is received.

The following fields are required in the Approval Section:

- Municipality Number of Dwelling Location.
- Permit Issuer Name, Permit Issued Date, and Certification Number.
- Wisconsin Permit Seal Number.

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Online Building Permit System

Approval Page

Wisconsin Permit Seal#, Municipality number of Dwelling Location, Permit Issuer Name and Inspector Certification Number are required in the approval process.

APPROVAL SECTION


ISSUING JURISDICTION		State-Contracted Inspection Agency #:	Municipality Number of Dwelling Location
<input type="radio"/> City of <input type="radio"/> Village of <input type="radio"/> Town of <input type="radio"/> County of <input type="radio"/> State		<input type="text"/>	<input type="text" value="00000"/>
<input type="text"/>			

FEES:	PERMIT(S) ISSUED	WIS PERMIT SEAL#	PERMIT ISSUED BY:
Plan Review Fee <input type="text"/>	<input checked="" type="checkbox"/> Construction	<input type="text" value="100"/>	Name <input type="text"/>
Inspection Fee <input type="text"/>	<input checked="" type="checkbox"/> HVAC		Issuer Name <input type="text"/>
WIS Permit Seal Fee <input type="text"/>	<input checked="" type="checkbox"/> Electrical		Telephone <input type="text" value="(012) 345-6789"/>
Other Fee <input type="text"/>	<input checked="" type="checkbox"/> Plumbing		Cert No. <input type="text"/>
Total Fee <input type="text"/>	<input type="checkbox"/> Erosion		Building Permit # <input type="text" value="100"/>
Other Fee Explanation <input type="text"/>			
<input type="text" value=""/> (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:	<input type="text"/>
	(Max. Size 600 characters)

Q: Where do I note a received payment?

A: From the page shown below, you will be required to check the *Check Here to Register Payment and Issue this Permit* box before issuing the permit.



MINE SAFETY TRAININGUNIFORM DWELLING CODE PERMITSUDC PERMIT SEARCHUDC MUNICIPAL LOGININSPECTOR LOOK-UPPUBLIC LOOK-UPLOG IN



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Online Building Permit System

Permit Issue Page

Please check the box to indicate Payment Received.

* ONCE CHECKED, PERMIT WILL BE ISSUED AND THE COMPLIANCE FOR 2015 ACT 211 WILL BE MET.

☐ Check here to register payment and issue this permit

APPROVAL SECTION

ISSUING JURISDICTION

☐ City of
☐ Village of
☐ Town of
☐ County of
☐ State

State-Contracted Inspection Agency #:

Municipality Number of Dwelling Location

FEES:

PERMIT(S) ISSUED

WIS PERMIT SEAL#

PERMIT ISSUED BY:

Plan Review Fee

Inspection Fee

Total Fee

Other Fee Explanation

☒ Construction
☒ HVAC
☒ Electrical

Name

Issued Date

Building Permit #

Other Fee Explanation

(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)

GO BACK TO APPROVAL PAGE

Q: Once the approval and payment are complete, where is the permit card?

A: Once the permit has been issued, you will receive an onscreen message indicating issuance and then have the ability to print a permit card for the requestor. Note that the permit requestor will receive a permit issuance email once the permit is issued. This email will not include the permit card. You will need to provide the permit card to the requestor.



MINE SAFETY TRAININGUNIFORM DWELLING CODE PERMITSUDC PERMIT SEARCHUDC MUNICIPAL LOGININSPECTOR LOOK-UPPUBLIC LOOK-UPLOG IN



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Division of Industry Services

Online Building Permit System

Permit Issue Page

Permit has been Issued. Use the download link to access the Permit Card Stock. Close this window.

 [DOWNLOAD PERMIT CARD STOCK](#)

APPROVAL SECTION

ISSUING JURISDICTION

☐ City of
☐ Village of
☐ Town of
☐ County of
☐ State

State-Contracted Inspection Agency #:

Municipality Number of Dwelling Location

00000

FEES:

Plan Review Fee

100.00

Inspection Fee

200.00

WIS Permit Seal Fee

300.00

Other Fee

400.00

Total Fee

1,000.00

Other Fee Explanation

(Max. Size 600 characters)

PERMIT(S) ISSUED

☒ Construction
☒ HVAC
☒ Electrical
☒ Plumbing
☐ Erosion

WIS PERMIT SEAL#

100

PERMIT ISSUED BY:

Name

Issuer Name

Issue Date

7/6/2021

Telephone

(012) 345-6789

Cert No.

250974

Building Permit #

100

APPROVAL CONDITIONS

Enter Approval Conditions here:

(Max. Size 600 characters)

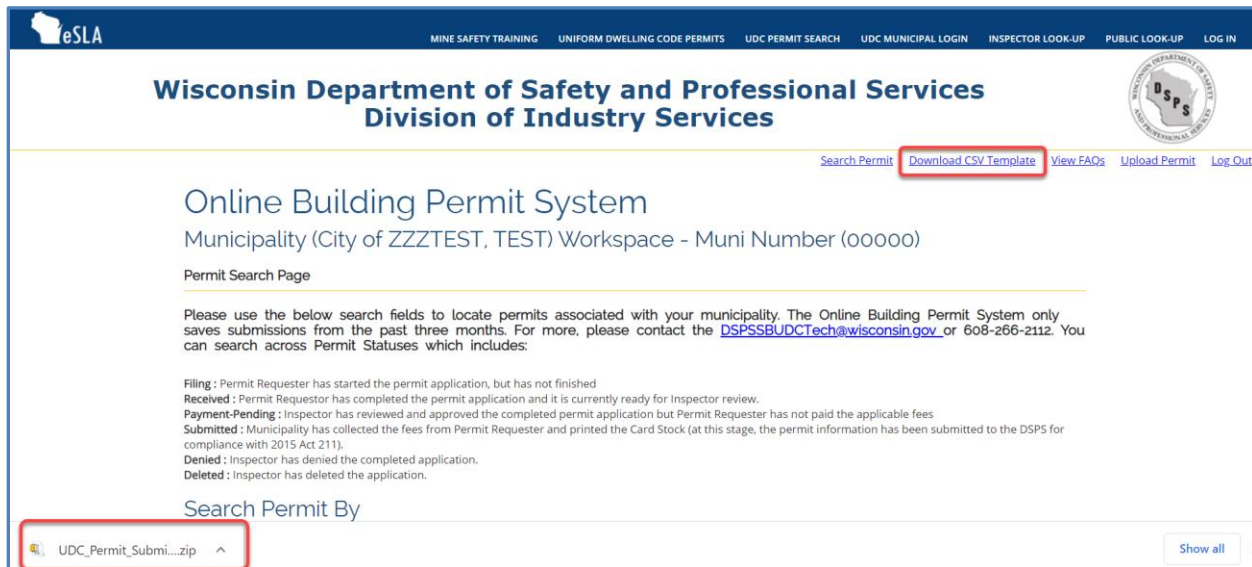
This permit is issued pursuant to the following conditions. Failure to comply may result in suspension or revocation of this permit or other penalty.

[GO BACK TO APPROVAL PAGE](#)

Standard with CSV Upload (Option #2) FAQs

Q: Where do I get the template file for uploading issued permits?

A: Once the municipality has access to the Municipality Workspace, you will be able to download the CSV Template file from the Settings Management Page as shown in screen capture below. This download will include the UDC Municipal CSV Upload Guide document which describes how to format the uploaded data.



Q: How should the data be keyed in to the template file?

A: For specific instructions on how to enter data into the CSV Template file, please refer to the [UDC Municipal CSV Upload Guide](#), which is downloaded with the CSV Template file as described above.

Q: How is the CSV file upload calculating the Act 211 compliance?

A: A municipality with Standard Account type will be able to electronically (CSV file upload) submit the issued permit data. The uploading and permit issued dates will determine the compliance with Act 211.

Limited with Webservice (Option #3) FAQs

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

A: The 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 Application Programming Interface (API), please contact the DSPS at DSPSSBUDCTech@wisconsin.gov or 608-266-2112.

Q: How is the Web Service Integrator calculating the Act 211 compliance?

A: A municipality with Limited Account type will be able to electronically (system-to-system web service integration) submit the issued permit data. The uploading and permit issued dates will determine the compliance with Act 211.