Implementation of Act 211 Electronic Building Permit System:

During the 2015-2016 legislative session, 2015 Act 211 was signed into law, requiring municipalities across Wisconsin to submit to the Department of Safety and Professional Services (DSPS) electronic copies of their one- and two-family building permits. This law also charged DSPS with creating and implementing an electronic processing system for these building permits to be utilized by municipalities.

As the Division of Industry Services (DIS) at the DSPS moves forward with implementing 2015 Act 211, there are important things for you to understand about the law. Below is an overview of what you can expect to see as a builder/contractor, as well as resources that will be made available to you.

2015 Act 211 required the department to have a standard electronic building permit form. This permit contains spaces for contractor license numbers and their expiration dates of their licenses. It also requires the submittal of these permit forms electronically to the DSPS through our approved electronic system by January 2, 2018.

Applicants file permits electronically to the municipality through the DSPS system, and the City reviews the permits online through the DSPS system. Permit information is automatically provided to the DSPS. The Municipality Workspace link provides the municipal representative access to permit information submitted by builders for new one- and two-family dwellings.

All building contractors and municipalities must be supplying their new one- and two-family dwelling permit information to the DSPS by January 2, 2018.

It is important to remember the permit puller must submit all required plans and data directly to the municipality, not just an online permit. The plans, data, and permit must be reviewed, and the approved permit fee must be paid, before the permit is considered an issued permit.

The online building permit system is available through the DSPS website: https://verification.dspswi.gov/buildingpermit/application/Directions.aspx

A link to the DSPS website is also available through the City website at: http://www.platteville.org/cd/page/building-inspection-0

Additional information on the online submittal system is attached.

If you have additional questions, contact: Ric Riniker, Building Inspector 608-348-9741 x 2236 or 608-348-1830 rinikerr@platteville.org
FREQUENTLY ASKED QUESTIONS FOR REQUESTING ELECTRONIC BUILDING PERMITS
(ONE- & TWO- FAMILY DWELLINGS)

Q: What do I need to complete the online building permit request process?

A: To complete the permit request process, you will need the following information where required by the City of Platteville:

1. Jurisdiction, Submitter, Project and Permit Type Information
   - Jurisdiction: City, Township, Village, County.
   - Submitter Name, Address, City, Zip-code, Phone and Email.
   - New, Alteration, Addition, Repair, Raze, Other Project Types.
   - Construction, HVAC, Electric, Plumbing, Erosion Control, Other Permit Types.

2. Owner and Contractors Information
   - Dwelling Contractor Name, DSPS License Number, License Expiration Date, Address, City, Zip-code, Phone and Email.
   - Dwelling Contractor Qualifier Name, DSPS License Number, License Expiration Date, Phone and Email.
   - HVAC Contractor Name, DSPS License Number, License Expiration Date, Address, City, Zip-code, Phone and Email.
   - Electrical Contractor Name, DSPS License Number, License Expiration Date, Address, City, Zip-code, Phone and Email.
   - Plumbing Contractor Name, DSPS License Number, License Expiration Date, Address, City, Zip-code, Phone and Email.

3. Project Location Information
   - Lot, Building and Zoning.

4. Project Information

5. Electronic Signature
   - Digitally sign, review and submit
   NOTE: On the final screen, you will be notified: THIS IS NOT AN ACTUAL PERMIT. PERMIT WILL BE ISSUED BY THE MUNICIPALITY HAVING JURISDICTION UPON COMPLETION OF THE REVIEW AND APPROVAL PROCESS.

Q: I am the homeowner and want to general my own project; do I have to fill out the Dwelling Contractor and Qualifier information?

A: You will leave those areas blank. At step five you will check the box above your electronic signature which states “I vouch that I am or will be an owner-occupant of this dwelling for which I am applying for an erosion control or construction permit without a Dwelling Contractor Certification and have read the cautionary statement regarding contractor responsibility on the reverse side of the last ply of this form.”
Q: How long does it take to process my permit once I have completed the electronic process?

A: Upon successfully completing the permit application on Online Building Permit System, the request is electronically sent to the City of Platteville. You must still submit your plans and required data to the City of Platteville before they can start their review process. Incomplete permits will delay the review process. You will receive a confirmation email from Online Building Permit System upon City of Platteville approval. If you have any questions regarding the process of a building permit, please contact the City of Platteville directly.

Q: The Online Building Permit System cannot find the City of Platteville. What do I do?

A: Contact the City of Platteville Building Inspection Department, they may not be activated or may have utilized one of the different options which does not use the electronic online application.

Q: I am having trouble completing the permit application process through The Online Building Permit System. Who should I contact?

A: If you have any issues or questions regarding the permit application filing process, please contact the City of Platteville Building Inspection Office.

Q: I have questions about the permit I submitted, who do I contact?

A: If you have any questions regarding the permit, please contact the City of Platteville Building Inspection Office. Please reference your Filing Number, which may be found in the email you received from the Online Building Permit System.

Q: I submitted a permit request but have not received any emails?

A: Once a permit request has been filed with the City of Platteville, you will receive a receipt email from the Online Building Permit System. Check your spam folder as emails may be automatically marked as spam or you may have entered your email incorrectly. If you cannot find you receipt email in your spam folder you may contact the Building Inspection Office for confirmation.

Q: I started the permit request process, but stopped before completing. How do I complete the request?

A: To complete the permit request process, you must call the City of Platteville and ask for the filing link to be emailed to you. Please reference your Filing Number, which may be found in the email you received from the Online Building Permit System.

Q: Where can I find my Filing Number or Confirmation Number?

A: You may find you Filing Number in the Email you received and on the Confirmation page from the Online Building Permit System.

Q: I have a religious waiver for a sanitary permit what do I do?

A: In the box where the sanitary permit number is entered you will put in Religious Waiver.
Q: I am filling out an online permit for an applicant; does this affect the online signature?

A: No, the City of Platteville will need to create an in-house system for record keeping of those particular permits.

Q: Where can I find my Filing Number or Confirmation Number?

A: You may find your Filing Number in the Email you received and on the Confirmation page from the Online Building Permit System.

Q: I haven’t received any emails from the Online Building Permit System. What do I do?

A: Check your spam folder as emails may be automatically marked as spam. If you cannot find any emails from the Online Building Permit System, contact the Department of Safety and Professional Services at 608-266-2112 or DSPSSBUDCTech@wisconsin.gov. If possible, reference your Filing Number.

---

**City of Platteville**

**Building Inspection Department**

Mail To: 75 N. Bonson Street, Platteville, WI 53818
Phone: (608) 348-1830
Fax: (608) 348-9145
E-mail: rinikerr@platteville.org
Website: www.platteville.org

**Wisconsin Department of Safety and Professional Services**

**Industry Services Division**

Mail To: P.O Box 7302, WI 53707-7302
FAX: (608) 261-9723
Phone: (608) 266-2112
E-Mail: web@dspsc.wi.gov
Website: http://dpscs.wi.gov
Electronic Building Permit

Contractor/Homeowner*
Getting ready to build

STEP 1
Contact Municipality/Inspector
Learn what is required for submittal

STEP 2
Fill Out Online Permit
Located on http://dps.wi.gov on UDC homepage
Click on Act 211 found under Permit Puller

STEP 3
Provide Required Plans & Data
to Municipality/Inspector

Ready for Review
Missing information may delay reviews

*Only homeowners who will be residing (living) in the dwelling may take out a building permit for new one and two family dwellings. Contractor must have valid DC (dwelling contractor) and DCQ (dwelling contractor qualifier) licenses. Per SPS 320.09(9)(a)2.

Wisconsin uniform building permits can only be issued if:
- All of the requirements for filing are done
- The plans have been conditionally approved
- Fees are paid
Per SPS 320.09(9)(a)1.