



## 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.dsp.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                    | <input type="text"/> *                                |
| Address                 | <input type="text"/> *                                |
| City                    | <input type="text"/> * ZipCode <input type="text"/> * |
| Phone<br>(xxx-xxx-xxxx) | <input type="text"/> * E-mail <input type="text"/> *  |

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              | <input checked="" type="checkbox"/> Constr.<br><input checked="" type="checkbox"/> HVAC<br><input checked="" type="checkbox"/> Electric<br><input checked="" type="checkbox"/> Plumbing<br><input type="checkbox"/> Erosion Control<br><input type="checkbox"/> Other |
| Other Description | <input type="text"/>                                                                                                                                                                                                                                                  |
| Parcel No.        | <input type="text"/>                                                                                                                                                                                                                                                  |



**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](#)**

|                                 |                      |                                               |                                      |
|---------------------------------|----------------------|-----------------------------------------------|--------------------------------------|
| <b>Lic/Cert#</b>                | <input type="text"/> | <input type="button" value="LICENSE LOOKUP"/> | <input type="button" value="CLEAR"/> |
| <b>Name</b>                     | <input type="text"/> |                                               |                                      |
| <b>Mailing Address</b>          | <input type="text"/> |                                               |                                      |
| <b>Exp Date</b>                 | <input type="text"/> | <i>(mm/dd/yyyy)</i>                           |                                      |
| <b>City</b>                     | <input type="text"/> | <b>ZipCode</b>                                | <input type="text"/>                 |
| <b>Phone<br/>(xxx-xxx-xxxx)</b> | <input type="text"/> | <b>E-mail</b>                                 | <input type="text"/>                 |

**Click Next, Step 3:**

This is where you need to enter all project location. It MUST have all information need 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 will 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

31275 W County Road K, Chenequa, WI 53029