

BUILDING PERMIT APPLICATION INSTRUCTIONS FOR NEW HOMES



THIS IS ONLY FOR NEW HOME APPLICATIONS. ALL OTHER APPLICATIONS FOR ADDITONS, ALTERATIONS OR ZONING PERMITS WILL BE HANDLED AS BEFORE.

WI ACT 211 NOW REQUIRES ALL BUILDING PERMIT APPLICATIONS FOR NEW HOMES TO BE FILED WITH THE STATE.

TO ACHIEVE THIS THE STATE HAS CREATED AN ON LINE APPLICATION FORM THAT MUST BE USED WHEN APPLYING FOR A BUILDING PERMIT FOR A NEW HOME.

IT IS THE RESPONSIBILITY OF THE PERMIT PULLER TO COMPLETE THE APPLICATION ON LINE. ALL PLANS AND OTHER DOCUMENTATION REQUIRED FOR A PERMIT WILL BE GIVEN TO THE INSPECTOR IN THE USUAL MANNER.

BELOW ARE THE INSTRUCTIONS TO ACCESS THE FORM ON LINE
FOR esla PROGRAM EFFECTIVE 7-19-21
MUST USE GOOGLE CHROME BROWSER

1. Log in to www.dsps.wi.gov
2. Click on “programs” on blue banner near top of the page.
3. Select A-Z program list.
4. Scroll down to One & Two Family (Uniform Dwelling Code) Click on it.
5. Scroll down to eSLA Instructions for Permit Requestors Click on How to file for UDC permit, including FAQ’s
6. Click on first blue link in FAQ’s. <https://esla.wi.gov/PortalCommunityLogin>
7. In the blue banner at the top of the page, click on uniform Dwelling Code Permits. DO NOT SET UP AN Esla account.
8. Read instructions, scroll to the bottom and click box I read and understood contents.
9. Click blue banner “Click here to start the permit request”.
10. Complete application.

IMPORTANT INFORMATION

WE HAVE DISCOVERED THAT THE UPGRADED STATE SOFTWARE HAS A GLITCH THAT DOES NOT NOTIFY US WHEN PERMIT APPLICATIONS ARE SUBMITTED ON LINE. IT IS BEING CORRECTED BUT THAT MAY TAKE SOME TIME. IN THE MEAN TIME, PLEASE EMAIL WHEN YOU HAVE SUBMITTED AN APPLICATION SO WE KNOW IT IS THERE.

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