

# CONTRACTOR/APPLICANT INSTRUCTIONS FOR NEW ONE AND TWO-FAMILY HOMES

## ONLINE BUILDING PERMIT APPLICATION

- Wisconsin DSPS has enacted Act 211, requiring municipalities to report one and two-family homes in a digital format.

To comply with State regulations, the applicant must complete the online building permit at the following link: <https://verification.dsps.wi.gov/buildingpermit/application/Directions.aspx> or search or access the DSPS website at [www.dsps.wi.gov](http://www.dsps.wi.gov)

- Click on industry services (Safety and Buildings)
- Scroll down and under “All Division Programs” heading, click on One and Two family (Uniform Dwelling Code)
- Click on Act 211 Electronic Building permit System
- Scroll down and under “permit pullers” heading, click on “here” to access the Electronic Building Permit System
- After reading the cautionary statement, Click the “acknowledge” box at bottom of page
- Click on “Click Here to Start Permit request”
- Enter submitter Information
- In Jurisdiction box Click “townships”
  - Scroll to and click on “Town of Addison, Washington”
- Complete as much of application as possible) Must have Dwelling contractor, dwelling contractor qualifier, and HVAC contractor certification numbers (if owner is general contractor numbers are not needed). Plumber and electrician contractor numbers can be put in but is a separate permit.
- Click “Submit” when completed)
- The Town Clerk and Building Inspector will be notified by email when application is submitted

### **Also needed with application** (Can be submitted before online application)

- Town of Addison building permit application
- 2 Sets of building plans with wall bracing plans
- 2 Copies of survey (House, tracking pad, and erosion control plan must also be shown. House must be staked by surveyor)
- 1 Set of Energy/Heat calculations  
Sign off sheet or Shoreland zoning permit from Washington County Planning and Parks Department. Tel #: (262)335-4445  
Address: Public Agency Center  
333 E. Washington St. Suite 2300  
West Bend, WI 53095
- Copy of Sanitary permit (Washington County Planning and Parks Dept.)
- Culvert application- contact Supervisor Don Heesen 414-840-4921

Any questions contact-

**Town of Addison:** (262)629-5420

or **Building inspector**-Office: (262)629-1774 Cell: (262)689-7346

email: [jeremy@jpbbuildinginspections.com](mailto:jeremy@jpbbuildinginspections.com)