

# **BUILDING PERMIT APPLICATION INSTRUCTIONS FOR NEW HOMES**

**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**

- 1. Go to [dsps.wi.gov](http://dsps.wi.gov)**
- 2. On home page click on "A-Z Programs List"**
- 3. On next page scroll down and click on "One and two-family"**
- 4. On next page click on "Act 211 Electronic building permit system"**
- 5. On next page scroll down to "Permit Pullers".**
- 6. In the paragraph you will see "to access the electronic building permit system, PLEASE CLICK HERE."**
- 7. Click there and follow the instructions to complete the application.**
- 8. Please note on the first page (Cautionary statement) you MUST check the "I agree" box to continue.**
- 9. ALL boxes with \* must be filled in. If not, the application will not be accepted by the system.**
- 10. You will need ALL contractor information including name, address, license # and phone #. Make sure you have that prior to starting.**

**THIS IS ONLY FOR NEW HOME APPLICATIONS. ALL OTHER APPLICATIONS FOR ADDITONS, ALTERATIONS OR ZONING PERMITS WILL BE HANDLED AS BEFORE THROUGH GREEN COUNTY ZONING (608-328-9423).**