

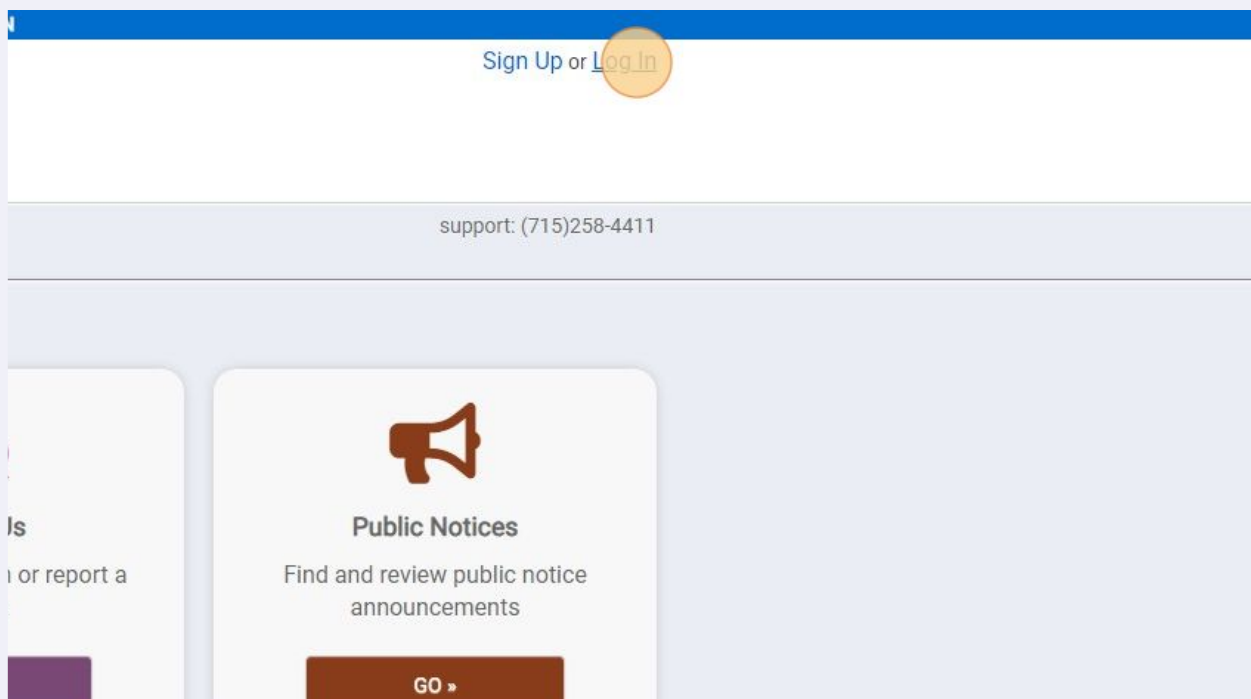
SmartGov License/Permit Scribe[®] Application Process

This document will show a generalized overview of how to apply for a permit or license from the City of Waupaca on our SmartGOV online portal.

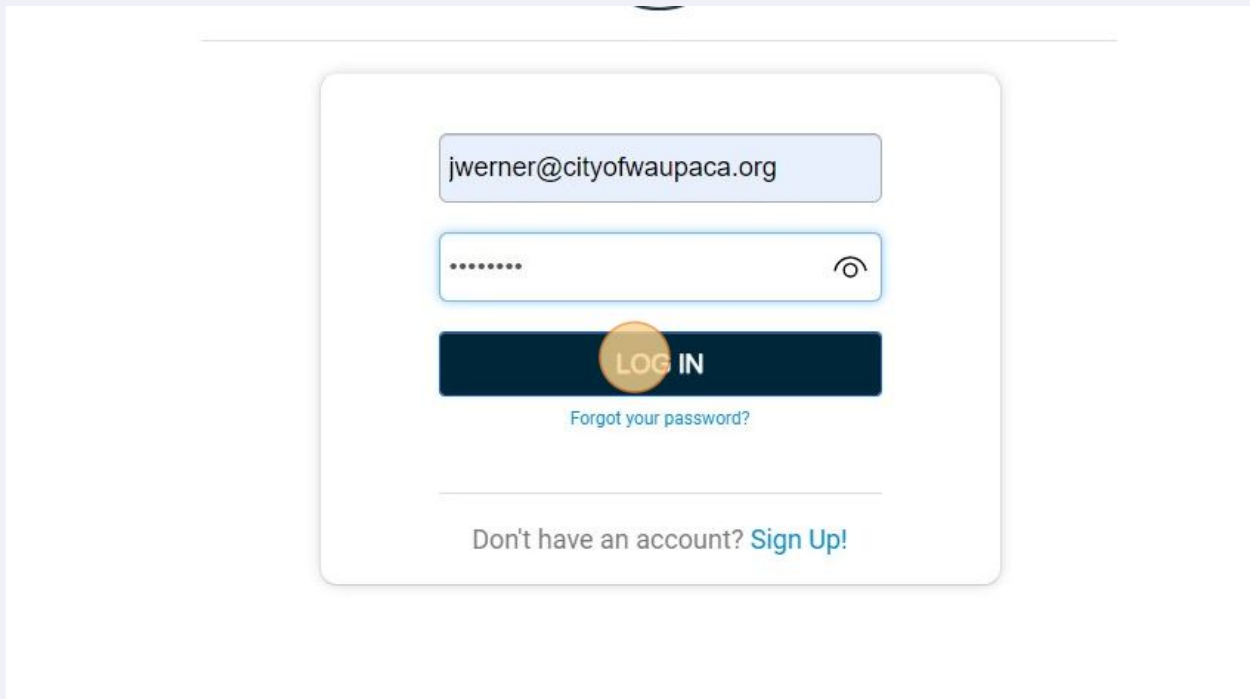
Submit New Application

1 Go to www.cityofwaupaca.org and click on Apply for License or Permit.

2 Click "Log In"

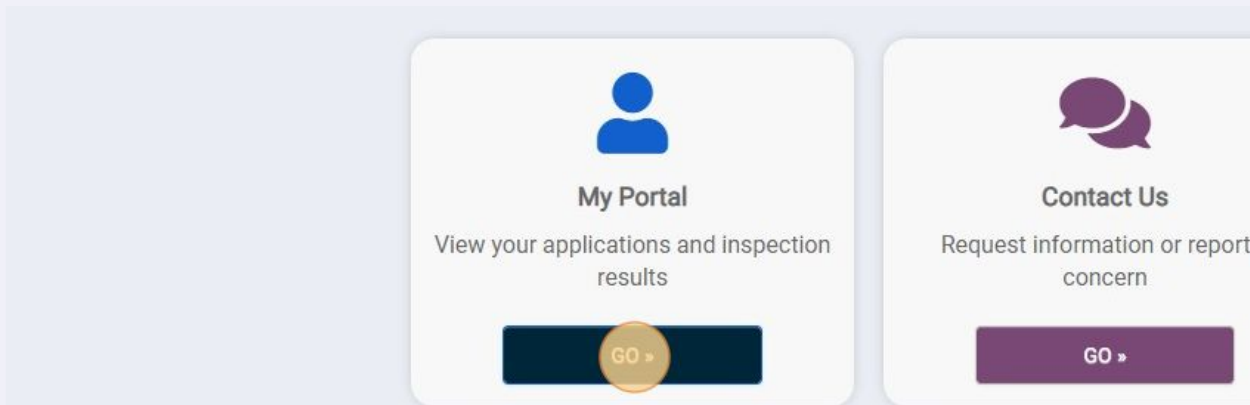


3 Enter your username/password and click on Log In.



A screenshot of a login form. At the top, there is a text input field containing the email address "jwerner@cityofwaupaca.org". Below it is a password input field with a masked password "....." and an eye icon to toggle visibility. A dark blue button with a gold circle and the text "LOG IN" is positioned below the password field. Underneath the button is a blue link that says "Forgot your password?". At the bottom of the form, there is a horizontal line and the text "Don't have an account? [Sign Up!](#)".

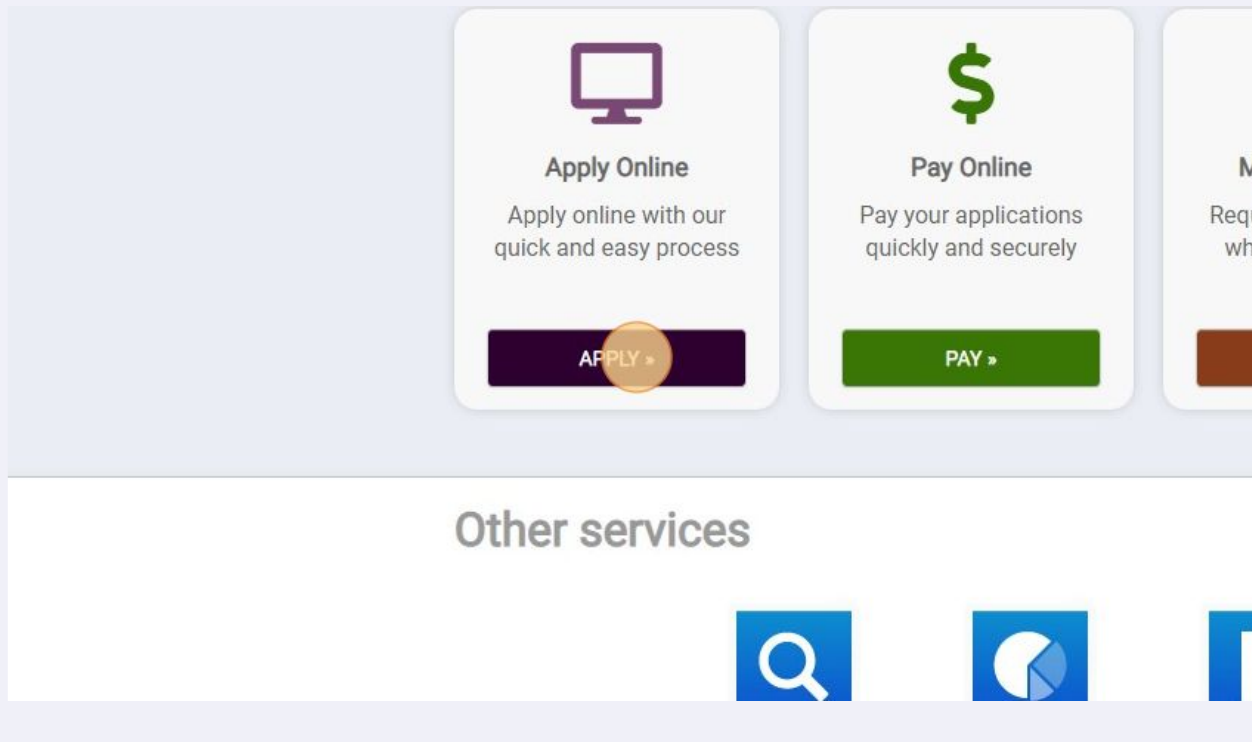
4 Under My Portal click on Go.



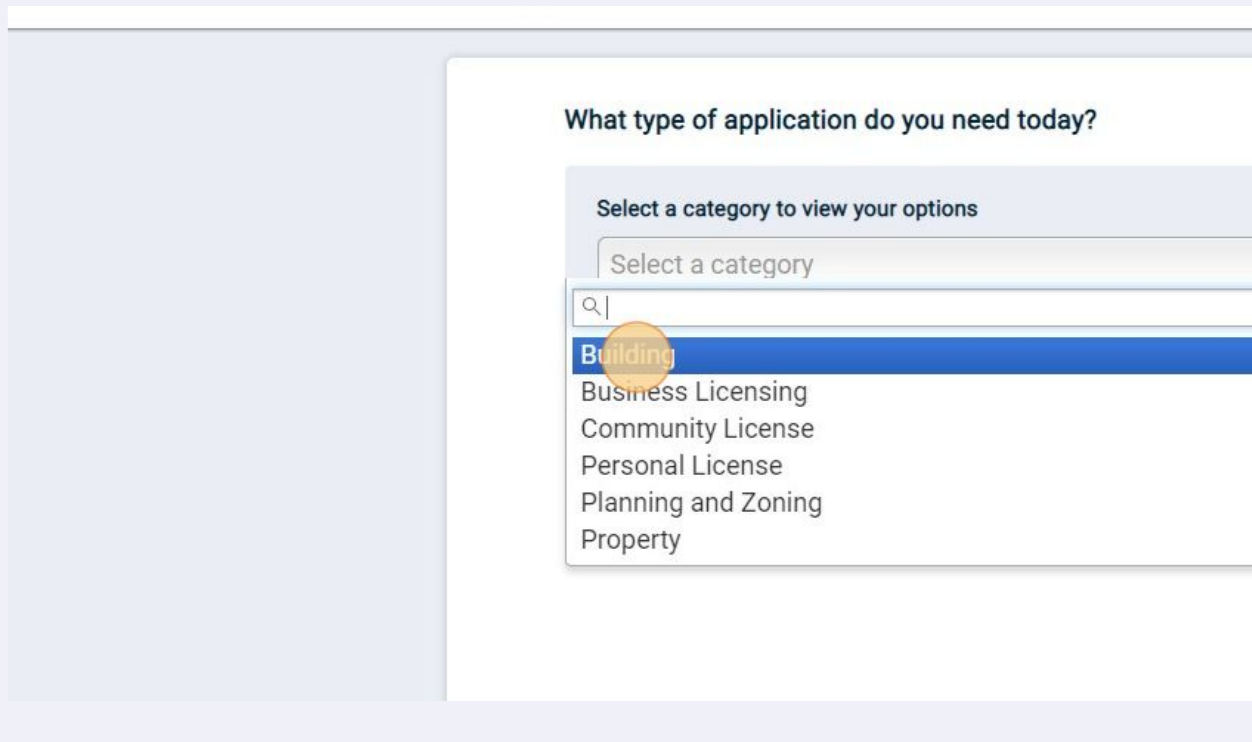
A screenshot of a user dashboard. On the left, there is a card titled "My Portal" with a blue person icon. Below the icon, the text reads "View your applications and inspection results". At the bottom of this card is a dark blue button with a gold circle and the text "GO »". On the right, there is a card titled "Contact Us" with a purple speech bubble icon. Below the icon, the text reads "Request information or report concern". At the bottom of this card is a purple button with the text "GO »".

Welcome to the City of Waupaca's online portal for city licenses, permits, code enforcement
Application's for most city licenses and permits are now paperless and made through this w
convenience to complete applications from any internet connected device and the opportun
Those users who require assistance or a hardship completing an application online should c

5 Under Apply Online click the Apply button.



6 Search for the category that best reflects what you are applying for. Then click on Next.



7

Start entering the address that best matches the project. In some cases an address tied to a parcel in the city will be required (dropdown will offer options as you start typing your address). Other permits, such as Overnight Parking are NOT tied to a parcel in the city and any address in or out of the city is allowable.

Where is your project located?

I want to [enter a parcel #](#) instead.

Address:

111 s main

111 S MAIN ST Waupaca, WI 54981

Parcel Number: 1301129

Primary: Yes. Begon: 02/29/2022

State

Site Zip

AL ▾

8

Each permit/license application process differs. The following steps will provide a high level overview of the application process. Each license and permit will have one or multiple sections that need to be filled out. Anything with an * is required to be completed before submission. Applications can be saved when not completed and revisited later for finish.

34 30 11 29

Approved --

Issued --

Closed --

Application Expires 1/1/2023

Give your project a name

Describe the purpose of the permit

SAVE CANCEL

SUBMIT APPLICATION

9

We've completed the requested information in this section and hit Save. Now on to the next section of the application.

Give your project a name

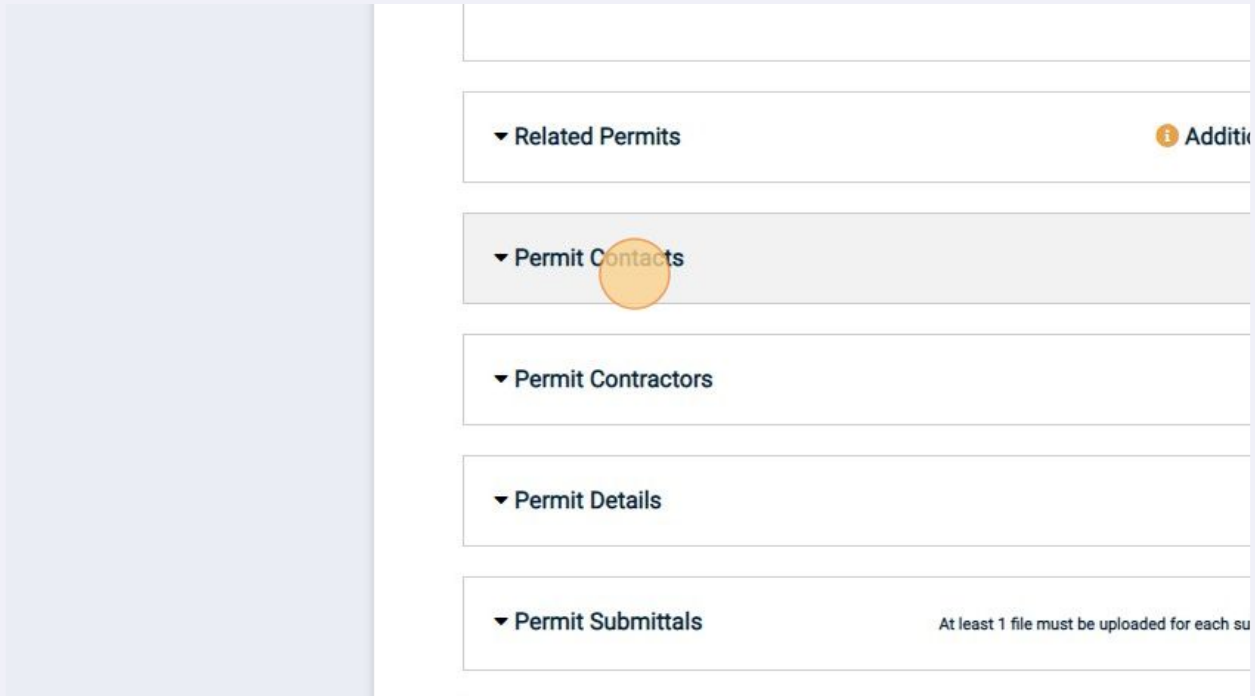
Describe the purpose of the permit

SAVE CANCEL

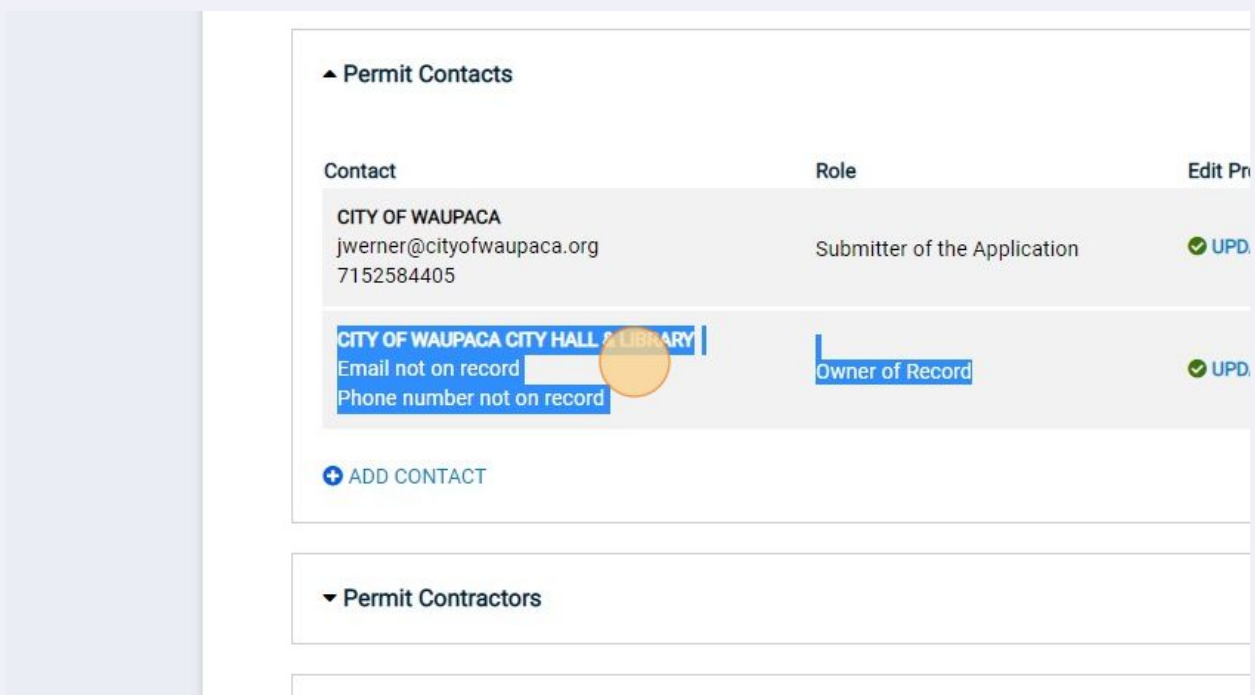
i Additional permits identified for your project

Done

10 Click here.



11 In this section we just review the applicant's contact information and property owner's information. These may be the same or different. The property owner information comes from Parcel records at the County.



12

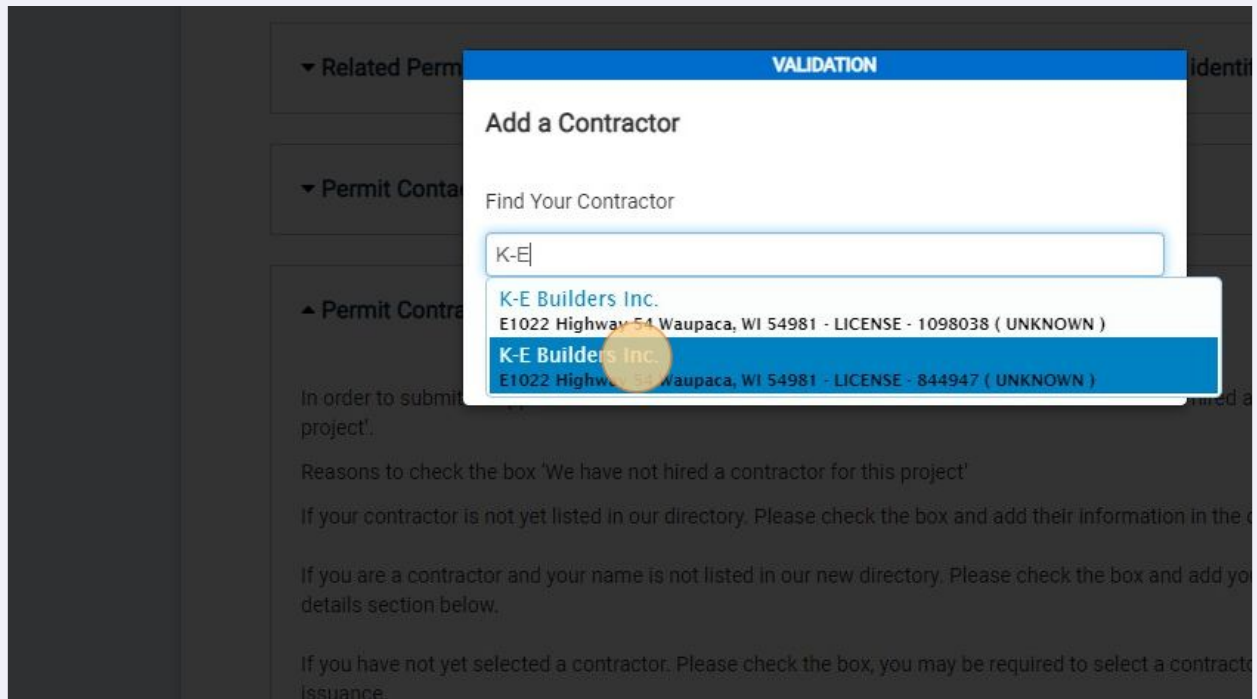
For a building permit, there is a section to select the contractor(s) involved with the project. Your first step should be to hit "Add Contractors" and find them in the system. If you have not hired one yet or cannot find them in the system check the box next to "We have not hired a contractor for this project."

If your contractor is not in your system there will be a spot to enter them in the "Permit Details" section below.

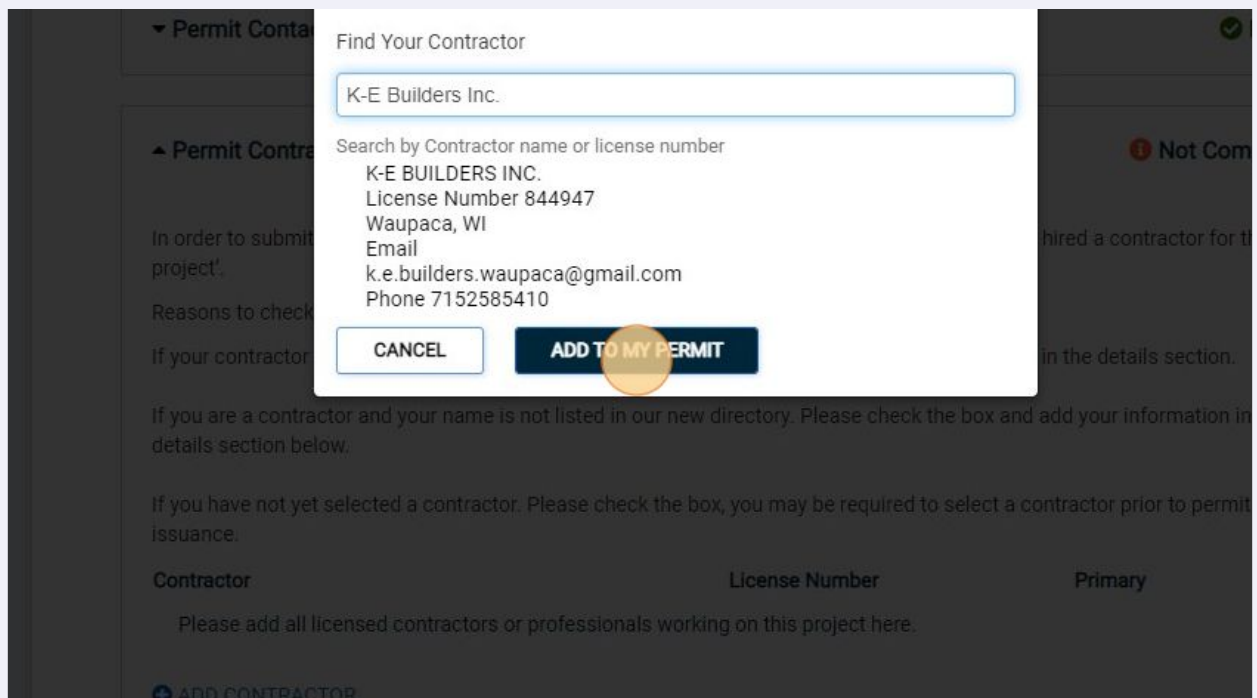
The screenshot shows a form with the following sections:

- Text: "If your contractor is not yet listed in our directory. Please check the box and add their i"
- Text: "If you are a contractor and your name is not listed in our new directory. Please check t details section below."
- Text: "If you have not yet selected a contractor. Please check the box, you may be required to issuance."
- Section: **Contractor** with a sub-header **License Number**. Below this is the instruction: "Please add all licensed contractors or professionals working on this project here."
- Link: [+ ADD CONTRACTOR](#) (highlighted with an orange circle)
- Form element: We have not hired a contractor for this project
- Section: **▼ Permit Details**
- Section: **▼ Permit Submittals** with a note: "At least 1 file must be uploaded for each subm"

13 Searching for a contractor.



14 Click "ADD TO MY PERMIT"



15

We are now in the permit details section. This will ask various questions to allow us to collect the proper information about your application. Any question with an * is required to be filled out. The rest are optional.

Dwelling contractor qualifier credential number

Dwelling contractor qualifier expiration date

Project type (other) details *

enter estimated construction project cost (not including sub contract

Enter the structure total area in square footage *

Occupancy type *

16

Click this dropdown.

enter estimated construction project cost (not including sub contractors) *

1000

Enter the structure total area in square footage *

100

Occupancy type *

Type of land use

Is there an existing accessory structure? *

How many accessory structures exist presently? *

17

Hit "Save" when finished with details. If everything is NOT complete you can come back later and continue your work on the application.

Project

Joshua Werner

I certify the information presented on this Application and the drawings therein are, to the best of my knowledge, complete and in accordance with the information provided (name) *

Joshua Werner

SAVE

▼ Permit Submittals At least 1 file must be uploaded for each submittal

▼ Permit Parcels

[← View Applications](#)

18

Click here.

▼ Permit Contractors

▼ Permit Details

▼ Permit Submittals At least 1 file must be uploaded for each submittal

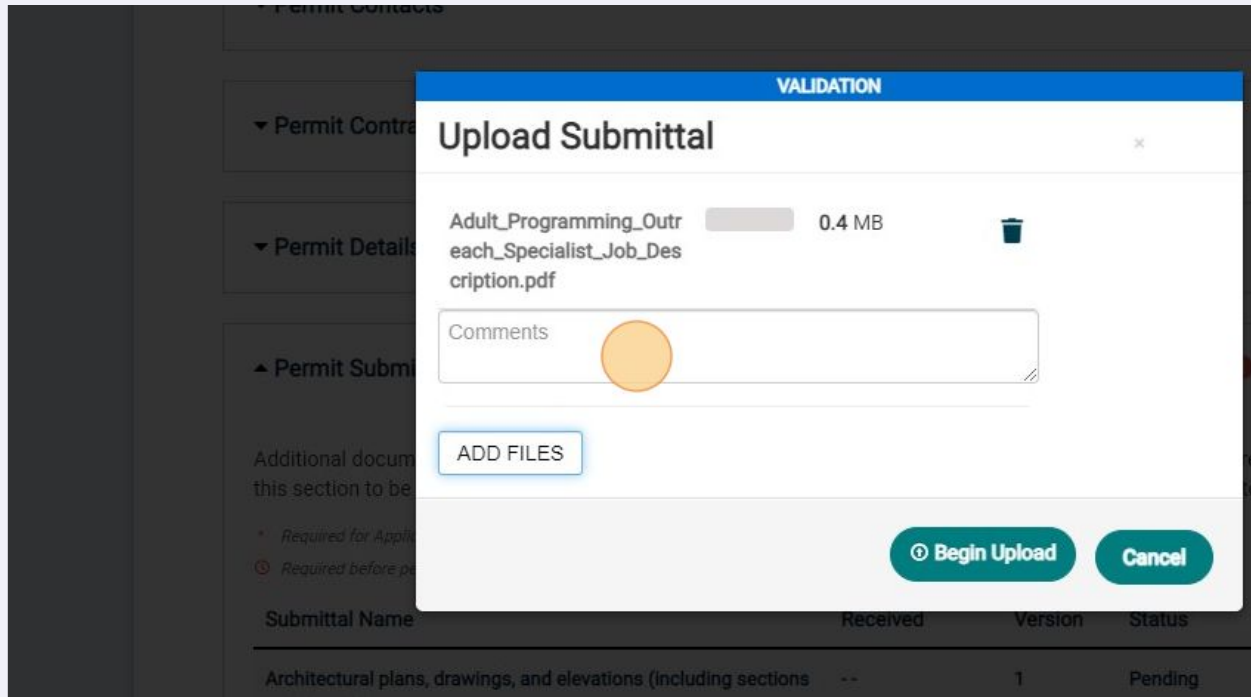
▼ Permit Parcels

▼ Permit Conditions

19

Permit Submittals will details if any supporting documentation is required as part of your application. If so you will need to upload the requested documentation. This could be an electronic file provided by your contractor, scanning in a paper document or using your smart phone to take a picture.

If you have no way to get a required submittal to electronic format you may drop off at city hall and they will attach it to your application.



20

The permit conditions section is a review of the rules and stipulations of the permit or license you are applying for. You generally just need to review this. Upon submitting your application you agree to all conditions.

▼ Permit Submittals At least 1 file must be uploaded for each submittal requirement

▼ Permit Parcels

▲ Permit Conditions

CAUTIONARY STATEMENT TO OWNERS OBTAINING BUILDING PERMITS: 101.65(lr) of the Wisconsin Statutes requires municipalities that enforce the Uniform Dwelling Code to provide an owner who applies for a building permit with a statement advising the owner that: If the owner hires a contractor to perform work under the building permit and the contractor is not bonded or insured as required under s. 101.654 (2) (a), the following consequences might occur:

(a) The owner may be held liable for any bodily injury to or death of others or for any damage to the property of others that arises out of the work performed under the building permit or

21

The permit fees section details what the cost of your license or permit will be. Some require payment at submission, others will require payment after staff review. You may pay online utilizing a credit card, or pay at city hall with credit card, check or cash. If you pay at City Hall staff will mark your permit as paid once processed.

▼ Permit Parcels

▼ Permit Conditions

▲ Permit Fees Estimate

Fee	Amount	Paid	Balance
Accessory Structure REFERENCE-22-0002			
Residential Building Fee	\$ 110.00	\$ 0.00	\$ 110.00
Total	\$ 110.00	\$ 0.00	\$ 110.00

▼ Permit Inspections There are 0 required inspections for

22

Permit Inspections will list any inspection that are required as part of the life of your permit.

The screenshot shows a web interface with a sidebar on the left. The main content area has three expandable sections: 'Permit Conditions', 'Permit Fees', and 'Permit Inspections'. The 'Permit Inspections' section is expanded, showing a table with columns 'Inspection', 'Date', and 'Status'. The table lists several inspection types, all marked as '(not required)'. An orange circle highlights the 'Permit Inspections' header.

Inspection	Date	Status
Footing(not required)		
Foundation(not required)		
Building Rough(not required)		
Rough Framing(not required)		
Partial(not required)		
Final(not required)		

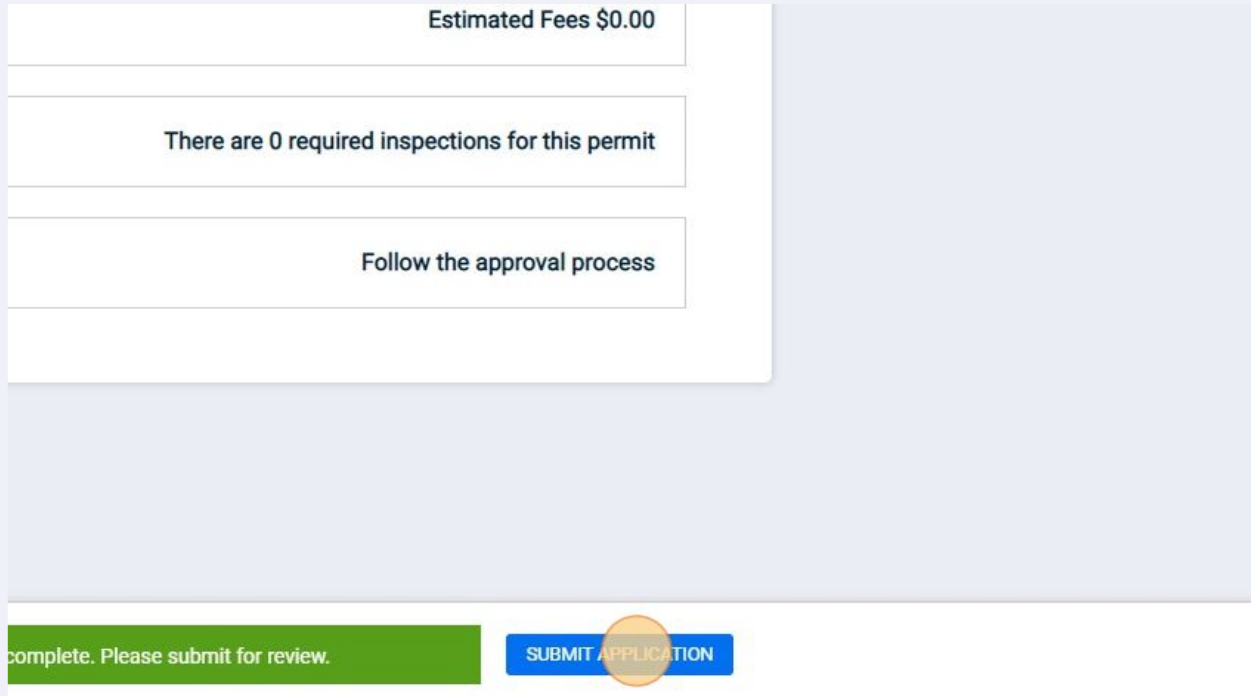
23

The Permit Approval Steps will detail what needs to happen after you submit your application before it can be issued.

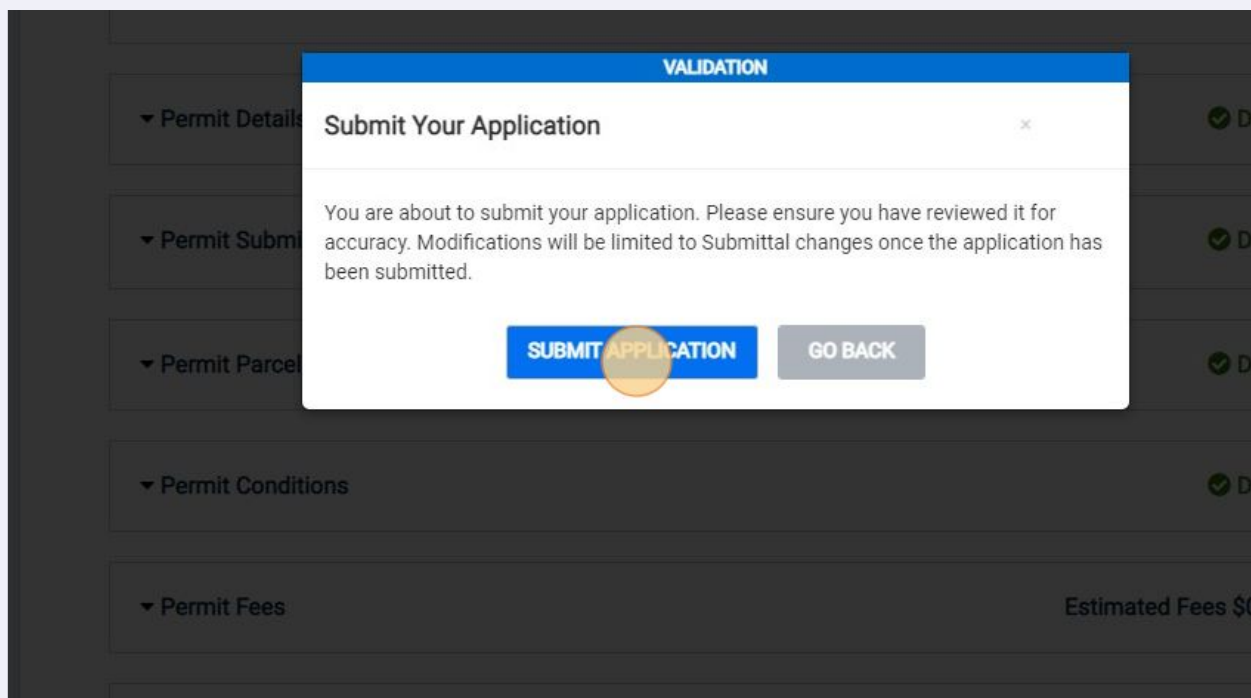
The screenshot shows a web interface with a sidebar on the left. The main content area has two expandable sections: 'Permit Inspections' and 'Permit Approval Steps'. The 'Permit Approval Steps' section is expanded, showing a list of steps: 'Application Intake and Review for Completeness', 'Planning Review', and 'Building Review'. An orange circle highlights the 'Building Review' step.

Step
Application Intake and Review for Completeness
Planning Review
Building Review

24 Once your application is complete, you may click on "Submit Application."



25 Click "SUBMIT APPLICATION"



View/Edit Past Applications

26

To view past applications or go back to finish an application you've started, after logging into your SmartGov account, click on Home.

The screenshot shows a web interface for a permit application. At the top, there is a blue header with the word "VALIDATION" in white. Below the header, there is a navigation bar with a "Home" link and a dropdown menu for "City of Waupaca". The main content area is divided into two columns. The left column contains the application ID "PERM-22-0002" and "PERM-22-0001" with a yellow "Pending" status tag. Below this, there is a button labeled "Options" with a dropdown arrow. The right column displays the "Current Fees" as "\$0.00" and a note that "Additional fees may be required". At the bottom of the page, there is a green "Done" button with a checkmark icon.

27 Click "Go" under My Portal.

My Portal
View your applications and inspection results
GO »

Contact Us
Request information or report a concern
GO »

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28 Under view applications, click the "View" button.

My Inspections
Request an inspection when you are ready
REQUEST »

View Applications
1 in progress
1 active
0 expired / inactive
0 closed

My Applications
Review your applications and inspection results
VIEW »

29

Under Active, you will see permits still in process. If you click on a permit, you can view (and edit the permit depending on status).

The screenshot displays a web interface for managing permits. It is divided into two main sections: 'Active' and 'Closed'. The 'Active' section shows a table with one record, while the 'Closed' section indicates no records in the past 365 days.

Active
▲ 1 record

Permits

Permit / Reference #	Address	Status
ACCS-22-0001 / REFERENCE-22-0002 Accessory Structure	111 S MAIN ST	10

Closed
No records in the past 365 days. Use the link at the bottom to search for additional applications.