



# Planning and Development Department

Planning \* Solid Waste \* Zoning \* Sanitation \* Property Listing

311 N. Main Street, Shawano, WI 54166 \* (715) 526-6766 \* Fax (715) 526-6273 \* www.co.shawano.wi.us

## DO YOU HAVE ALL THE REQUIRED PERMITS TO BUILD?

- ❖ Before starting a building project make sure you have obtained all the required permits and completed all necessary applications
- ❖ Property located in platted areas may have covenants and deed restrictions. It is the owner's responsibility to address all restrictions
- ❖ All dwellings must be constructed per the Wisconsin Uniform Dwelling Code
- ❖ Fill material being placed on a parcel may require a land use permit or a conditional use permit depending upon the amount of fill and the site where the fill is to be placed
- ❖ Projects which create surface disturbance as a result of filling, grading and/or excavating in a shoreland area may require approval through public hearings and/or DNR permits (Example: Dwelling with a walk-out basement, placement of fill on a lot near a water body)
- ❖ It is the owner's responsibility to contact the U.S. Army Corps of Engineers 920-448-2824 and Wisconsin Department of Natural Resources 715-582-5041 for determinations as to the existence of wetlands in the building project area

### Driveway/Culvert Permit

- ❖ Driveways on a **state or federal highway** contact Wisconsin Dept. of Transportation 715-365-5752
- ❖ Driveways on a **county highway** contact Shawano County Highway Dept 715-526-9182
- ❖ Driveways on a **town road** may require obtaining a permit from a designated town official

### 911 Address/Fire Number Application (if not already previously assigned)

- ❖ Must obtain the driveway/culvert permit, if required, before completing this application
- ❖ With a tape measure, physically measure the distance (in feet) from the center of your proposed driveway to the center of a known driveway (one which has a fire number) or measure the distance from the center of the proposed driveway to the center of a road intersection, then record the distance measured in feet and the fire number or intersection measured to. **This information is needed to complete the application and obtain a 911 address/fire number**
- ❖ There is a \$25 fee for obtaining a 911 address/fire number, issued by Shawano County Planning & Development Department

### Sanitary Permit (if applicable)

- ❖ Must have a 911 address/fire number assigned to property before a sanitary permit can be issued
- ❖ Have a certified soil tester perform a soil & site evaluation to determine private sewage system suitability and proposed location
- ❖ The **licensed plumber** who will be installing the private sewage system, must complete a sanitary permit application and receive plan approval from county, state, or both to obtain a sanitary permit from the Shawano County Planning & Development Department (**sanitary permit application must include Shawano County Septic Tank Maintenance Agreement form with property owner's signature**)
- ❖ Fee for sanitary permit is dependent upon system type

### Land Use Permit

- ❖ A sanitary permit must be obtained before a land use permit can be issued
- ❖ Permit fees dependent upon size of structure and/or on-site determination requirement(s)  
\$100 fee for ponds; \$100 fee for structures sized 201 – 899 ft<sup>2</sup>; \$150 fee for structures sized 900 – 7,499 ft<sup>2</sup>; \$500 fee for structures ≥ 7,500 ft<sup>2</sup>; \$500 fee for any commercial structure  
\$250 fee for Shoreland Land Use Permit (Requiring any on-site determination such as impervious surface, average setback, etc.)
- ❖ Applicant must provide a detailed drawing or site plan of the property showing all existing and proposed structures, their dimensions (length x width) and their setback distances (in feet) from all lot lines, water bodies, wetlands, road centerlines, septic/holding tanks, septic drainfields, etc. Permit issued by Shawano County Planning & Development Department
- ❖ **(after-the-fact is double fee)**

### Wisconsin Administrative Building Permit (issued by the town)

- ❖ A town may require that you obtain from them a Wisconsin Administrative Building Permit, contact Town official

### Uniform Dwelling Code Permit

- ❖ Contact Uniform Dwelling Code Inspector

\*\*It is recommended you contact your town officials to determine if any additional town permits are required.