

SHAWANO COUNTY HOLDING TANK PUMPING REPORT FOR PUMPING YEAR (next year)

Sanitary Permit Number:

Permit Comments:

Parcel #:

Site Address:

Property Owner:

***** KEEP THIS FORM TO REPORT (next year) PUMPINGS *****

Send your (current year) Holding Tank Pumping Report to this office by (deadline date).

**If you need a form to report your pumping dates (this past year)
please make a COPY of this form and mark it (this past year).**

- If you contract with a septage hauler please forward this reporting form to them.
REMINDER: IT IS YOUR RESPONSIBILITY TO MAKE SURE YOUR HAULER SUBMITS THE PUMPING REPORT. OUR DEPARTMENT WILL NOT CONTACT HAULERS FOR YOU.

OR

- Keep the enclosed holding tank report form for recording all dates of service and gallons pumped at each service. You must then return the form to this Department after December 31st of each year. Please attach all receipts from your service dates when returning the form on your own.
- **If no pumping was completed, simply turn form over and sign on line “Signature of Owner When No Pumping Required” and Date. Return form by deadline date.**
- **You will be sent a new form in December of (next year) for your (following year) pump dates.**

Wisconsin Adm. Code requires that you send an annual holding tank pumping report to this office.

The pumping agreement that was signed by the owner shall be binding to you and to any future buyer of the property. A licensed septage hauler must pump your tanks. Illegal pumping of your tanks is punishable by fines of up to **\$500.00** per day of each violation.

Return Completed Form To: Shawano County
Planning & Development Department
311 N. Main St., Courthouse
Shawano, WI 54166

Any questions call (715) 526-6766

REMINDER: Pumping your own septic tank is illegal, you may be checked by the Department of Natural Resources or county officials. A \$500.00 citation could be imposed for each day of violation. Pumping must be done by a licensed pumper. It is the owner’s responsibility to make sure the Holding Tank Pumping Report is filed with this Department.

The Private On-Site Wastewater Treatment System (POWTS) Management Program Fee is charged on your property tax bill an amount of \$15.00 per year per POWTS.

