

## IMPORTANT INFORMATION FOR PLUMBERS, DESIGNERS & CSTS

### SANITARY PERMITS

- **Complete** sanitary permit applications will be reviewed and issued within 30 days of the date that we receive **all** documents for that permit. If all information is not included, they will be sent back.
- Mail or drop off permit applications early.
- If you have a homeowner who wants to bring in their own application in hopes of getting a land use permit at the same, time instruct them to contact our office to schedule an appointment. Their application will not be reviewed immediately without said appointment.
- A sanitary permit will not be issued until the 911 address has been obtained. Most of the towns also have driveway/culvert permits that must be issued before the 911 address. Advise customers of new constructions to make sure these are completed; have them contact our office for more details.
- Send **two full copies** of your application (one must have original signatures/dates).
- A Shawano County Maintenance Agreement Form is required with **all POWTS** sanitary permit applications except holding tanks.
- For **holding tanks**, a Holding Tank Agreement (make copies and use the form provided in this handout) and Holding Tank Servicing Contract are required.
- When submitting conditionally approved plans from DSPS, you must address said conditions. When approval is granted with changes specified, please initial those changes on approval letter form. When it is stated that you must show % slope, direction of slope, 2' contours or similar info on plot plan, complete this on your plot plan as stated before submitting to us.
- Review the enclosed chart to make sure you have enclosed all needed information prior to submitting permit application.

### INSTALLATION INSPECTIONS

- Please call 24 hours in advance for an installation inspection. Office: PH# 715-526-6766, ext. 0 or call Andy's cell phone to schedule.
- If you are not going to be ready for the inspection as scheduled, take the time to contact our office or one of the inspectors to adjust or cancel the inspection (if we are making additional trips that we shouldn't have to, this is ultimately going to lead to an inspection charge that none of you want).
- All POWTS installations, **even reconnects** require an inspection. You must contact our office when you are performing the reconnects. We will be tracking these and if we are not contacted to inspect you will be forced to re-excavate what you already installed for inspection.
- You are to have a credentialed representative on-site for all inspections with appropriate materials to complete the inspection including a set of plans and transit or laser level.
- There will be no inspection scheduled for the same day as permit issuance unless approved by our office.

### SOIL AND SITE EVALUATIONS AND ON-SITES

- At least one backhoe pit must be excavated for each system area submitted for approval.
- When requesting on-site assistance or interpretation, backhoe pits are required.
- Call ahead to schedule on-sites.

## WHAT TO SUBMIT WITH SANITARY PERMIT APPLICATIONS

- Please utilize this sheet to make sure that you have everything included prior to sending your Sanitary Permit Application (plans).
- Please send 2 copies of your application (at least 1 must have original signatures and date).
- **NOTE:** All new constructions require issuance of a 911 Address (fire number) prior to issuance of the sanitary permit. Urge your customers to contact our office to get this taken care of before you submit your application.

## SOIL AND SITE EVALUATIONS

There is a **\$30 fee** for soil test review and filing. Soil tests may be submitted separately in advance of sanitary permit with the fee. If soil test is submitted with sanitary permit application, please **make sure to include the \$30 fee** in your check or cash payment for sanitary permit.

## CONVENTIONAL SYSTEMS

1. **Sanitary Permit Application** (SBD-6398 (R. 03/22) *\*use this most recent version*)
2. **Site Plan Drawing** *\*must include benchmark and be scaled or dimensioned delineating all treatment and dispersal components and their respective setback distances to wells, property lines, structures, etc.*
3. **System Cross Section**
4. **Tank Cross Section** including filter to be installed (Pump tank and curve sheet if pump to be installed)
5. **POWTS Owner's Manual & Management Plan** (must contain contingency plans)
6. **Shawano County Maintenance Agreement Form**
7. **Soil and Site Evaluation** *\*must be signed and dated by CST with plot plan.*
8. **\$600 Fee** (Checks Payable to: Shawano Co. P& D Dept.)

## IN-GROUND PRESSURE SYSTEMS

1. **Sanitary Permit Application** (SBD-6398 (R. 03/22) *\*use this most recent version*)
2. **Site Plan Drawing** *\*must include benchmark and be scaled or dimensioned delineating all treatment and dispersal components and their respective setback distances to wells, property lines, structures, etc.*
3. **Conditionally Approved Plans** which will include items below *\* includes letter with conditions and "red-stamped" signature of plan reviewer*
4. **System Cross Section**
5. **Tank Cross Section** including pump tank and curve sheet and filter to be used
6. **POWTS Owner's Manual & Management Plan** (must contain contingency plans)
7. **Shawano County Maintenance Agreement Form**
8. **Soil and Site Evaluation** *\*must be signed and dated by CST with plot plan*
9. **\$600 Fee** (Checks Payable to: Shawano Co. P&D Dept.)

## MOUND AND AT-GRADE SYSTEMS

1. **Sanitary Permit Application** (SBD-6398 (R. 03/22) *\*use this most recent version*)
2. **DSPS Conditionally Approved Plans** which will include many of the items below *\* includes letter with conditions and "red-stamped" signature of plan reviewer* **OR County can review and approve plans**, include **\$400 fee** (Checks Payable to: Shawano Co. P & D Dept.)
3. **Site Plan Drawing** *\*must include benchmark and be scaled or dimensioned delineating all treatment and dispersal components and their respective setback distances to wells, property lines, structures, etc.*
4. **System Cross Section**
5. **Tank Cross Section** including pump tank and curve sheet and filter to be used
6. **POWTS Owner's Manual & Management Plan** (must contain contingency plans)
7. **Shawano County Maintenance Agreement Form**
8. **Soil and Site Evaluation** *\*must be signed and dated by CST with plot plan*
9. **\$700 fee** (Checks Payable to: Shawano Co. P& D Dept.) for permits with DSPS plan approval  
**\$1100 fee** for permits seeking County plan approval

## HOLDING TANK SYSTEMS

1. **Sanitary Permit Application** (SBD-6398 (R. 03/22) *\*use this most recent version*)

2. **Site Plan Drawing** *\*must include benchmark and be scaled or dimensioned delineating all treatment and dispersal components and their respective setback distances to wells, property lines, structures, etc.*
3. **Tank Cross Section**
4. **POWTS Owner's Manual & Management Plan** (must contain contingency plans)
5. **Shawano County Holding Tank Agreement Form** (no longer needs to be notarized)
6. **Holding Tank Servicing Contract** (no longer needs to be notarized)
7. **Soil and Site Evaluation, if required by my office** *\*must be signed and dated by CST with plot plan*
8. **\$750 Fee** (Checks payable to Shawano Co. P & D Dept.) **\*\*this fee includes plan review & approval**

### **RECONNECTS**

1. **Shawano County Reconnection Form**
2. **Site Plan Drawing** *\* must include proposed new building sewer location, new home location (if applicable) and dispersal components location with setback distances to wells, property lines, structures, etc.*
3. **Completed POWTS Evaluation Form with soil boring** if required *\*contact our office to determine if and when required*
4. **Documentation of Existing System Size such as previous Sanitary Permit Application** *\*this is as simple as old county drawing, inspection report or permit form*
5. **Shawano County Maintenance Agreement Form** unless already on file
6. **\$200 Fee** (Checks payable to: Shawano Co. P & D Dept.)

### **RENEWALS, TRANSFERS and/or CHANGE OF PLUMBER**

1. **Sanitary Permit Application** (SBD-6398 (R. 03/22) *\*check the appropriate box on form: Permit Renewal, Change of Plumber or Permit Transfer to New Owner*
2. **Previously approved Sanitary Permit**
3. **\$125 Fee** (Checks payable to: Shawano Co. P & D Dept.)

### **TANK OR DRAINFIELD REPLACEMENT ONLY**

1. **Sanitary Permit Application** (SBD-6398 (R. 03/22) *\*check the appropriate box on form: Modification to existing system*
2. **POWTS Owner's Manual & Management Plan** (must contain contingency plans)
3. **Site Plan Drawing** *\*must include benchmark and be scaled or dimensioned delineating all treatment and dispersal components and their respective setback distances to wells, property lines, structures, etc.*
4. **System Cross Section** (if drainfield repl.)
5. **Tank Cross Section** (if tank repl.)(pump tank and curve sheets if pump utilized and filter info)
6. **Shawano County Maintenance Agreement Form** unless already on file
7. **Soil and Site Evaluation** if drainfield replacement and if one not already on file *\*must be signed and dated by CST with plot plan*
8. **\$350 Fee** (Checks Payable to: Shawano Co. P&D Dept.)
9. **Copy of previous Sanitary Permit**

### **TELEPHONE CONTACT NUMBERS**

Main Office (Planning & Development Dept.): (715) 526-6766 extension 0 for immediate help

Andy Desk.....715-526-4628