

# PROCEDURE FOR OBTAINING A SANITARY PERMIT

**Note:** When a sanitary permit is required, no building or zoning permit can be issued until the sanitary permit is issued. Construction that occurs before the sanitary permit is issued will be ceased and the sanitary permit fee will be DOUBLED accordingly.

**Step 1** Contact a Certified Soil Tester to prepare a soil and site evaluation report for the property. Certified Soil Testers are listed in the yellow pages under “**Soil Testing**” or “**Septic System Dealers**”. The County may waive the requirement for a soil and site evaluation report if the property has lot size restrictions, is in a flood plain, or has severe soil conditions. Soil and site evaluation reports are subject to field verification by the County and are always required for a sanitary permit unless waived by the County.

**Step 2** If the soil and site evaluation report indicates that the property is suitable for holding tanks only, contact a licensed pumper to sign a holding tank servicing contract. The original contract must then be returned to the Winnebago County Zoning Office at which time the holding tank agreement must be signed and recorded in the Register of Deeds Office.

**Step 3** Contact a licensed plumber who will complete the paperwork necessary to obtain a sanitary permit. Licensed plumbers are listed in the yellow pages under “**Septic System Contractors**”. This step may take several weeks because plans for mounds, at-grades and holding tanks have to be approved by the Department of Commerce.

**Step 4** The licensed plumber completes the sanitary permit application. The licensed plumber, builder or property owner may deliver the completed sanitary permit application and original plans to the Winnebago County Zoning Office. The sanitary permit application will be reviewed and a **sanitary permit** will be issued upon receipt of the appropriate fee and staff approval. **A sanitary permit will only be issued to the owner of the record (the person(s) whose name appears on the recorded deed).**

If you have any questions regarding the above information, please contact the Winnebago County Zoning Office at (920) 232-3344.

**Winnebago County Zoning Office  
112 Otter Ave, 3<sup>rd</sup> Floor, P.O. Box 2808  
Oshkosh, WI 54903-2808**