

## PROPOSED CONSTRUCTION FOR PROPERTIES SERVED BY EXISTING SEPTIC SYSTEMS

Chapter SPS 383.25, of the *Wisconsin Administrative Code* and Section 70.21 of the *Sheboygan County Sanitary Ordinance* require that before a Town, Village, or City can issue a building permit for any work being done to an existing structure connected to an existing septic system or a permit for an accessory building on a parcel of land where a septic system is installed, the owner must first provide documentation to the County Planning & Conservation Department verifying the location of the existing septic tank and absorption area as it relates to the addition to the existing structure or proposed accessory structure so the Department can confirm that the proper setbacks between the building and system components are met and that the existing septic system will not be adversely affected by the construction.

IF YOUR PROJECT CONSISTS OF A DECK, PATIO, PORCH, POOL, or a SEPARATE BUILDING SUCH AS A GARAGE, SHED, BARN, OR OTHER OUTBUILDING **THAT WILL NOT HAVE RUNNING WATER IN IT**, the Department only needs to verify that the proposed construction meets the necessary setbacks from the septic system.

### A SANITARY PERMIT MAY BE REQUIRED IF YOUR PROJECT CONSISTS OF:

1. Increase or decrease in bedrooms, or
2. Extension of water service to an existing unplumbed building, or,
3. In the case of a public building, any change in occupancy of the structure; or modification which affects the type or number of plumbing appliances, fixtures or devices discharging to the system.

Please submit a line drawing (either dimensioned or drawn to scale) that shows the existing buildings, the proposed construction, and the location of the septic tank, pump chambers (if any), and absorption area. Sign and date the drawing and include your address and telephone number. Depending upon the project, you may need to complete additional steps. You will be advised if additional items are required. If your project meets the requirements of the *Wisconsin Administrative Code* and the *Sheboygan County Sanitary Ordinance*, a letter of verification will be sent to you and to the Town confirming compliance.

IF YOUR PROJECT CONSISTS OF THE CONSTRUCTION OF A NEW STRUCTURE TO BE SERVED BY A SEPTIC SYSTEM (EITHER CONNECTION TO AN EXISTING SYSTEM OR INSTALLATION OF A NEW SYSTEM), PLEASE CONTACT THE SEPTIC INSTALLER OF YOUR CHOICE TO COMPLETE A SANITARY PERMIT APPLICATION FOR THE ISSUANCE OF A SANITARY PERMIT. THE INSTALLATION OF A NEW SEPTIC SYSTEM OR CONNECTION TO AN EXISTING SYSTEM MUST BE COMPLETED BY A LICENSED SEPTIC INSTALLER.

This Department also administers the *Sheboygan County Shoreland-Floodplain Ordinance*. Sheboygan County's Shoreland-Floodplain Zoning jurisdiction includes all unincorporated areas of the County that are within 1,000 feet of navigable lakes, ponds, and flowages and within 300 feet or the landward edge of the floodplain (whichever is greater) of all navigable rivers, streams, and intermittent streams. As we review your project for compliance with the sanitary requirements, we will also review the project for compliance with the shoreland zoning requirements. If a shoreland permit is required, you will be so advised and provided with a shoreland permit application for completion.

All County ordinances can be found on the County webpage at [www.sheboygancounty.com](http://www.sheboygancounty.com). If you do not have internet access, please contact the County Planning Department at (920) 459-3060 and a copy of the ordinance(s) can be mailed to you.