



DOUGLAS COUNTY PLANNING & ZONING OFFICE

PERMIT APPLICATION PROCEDURE

Douglas County zoning permits are required for building, moving or altering any structure, installation/modifying of septic systems, changing the use of an existing structure, grading and filling, and a variety of land uses. Complete the permit application as accurately as possible and return the application with the correct fee. The fee for the permit(s) depend on the designated zone district for the parcel of land.

The applicable zone district sheet explains uses listed as “Permitted Uses” requiring a land-use permit. “Uses Authorized by a Conditional-Use Permit” will require a recommendation from the Town Board and approval by the Zoning Committee at a public hearing. The fee for the permit(s) depends on the designated zone district for the parcel of land

Zone changes are required when a proposed use is not allowed in the existing zone district. Submit the zone change application to the Zoning Office for Zoning Committee approval. **Applicant must file application with the County Clerk and the Town Board.** Final approval is by County Board resolution.

Land-use permit applications for a dwelling must include sanitary system plans submitted prior to or with the land-use permit application. **Conditional-use permit require Town Board and Zoning Committee approval.** Please contact your town clerk for recommendation by the Town Board. Applications for a dwelling must have sanitary plans approved prior to permit issuance. The Wisconsin Uniform Dwelling Code requires that all towns issue building permits for new dwellings and additions to existing dwellings.

New sanitary system installation requires a soils evaluation completed by a certified soils tester for sanitary systems other than holding tanks. The soils evaluation will determine the type of system to be installed. The certified soil tester will record his findings on a soil evaluation report and provide this report to our office. The master plumber will design the sanitary system based on the soils evaluation and submit the sanitary permit application to our office. Plans for holding tanks, mound systems, and systems for public buildings must be approved by the Wisconsin Department of Commerce. The plumber submits these plans to the Department of Commerce for approval. It is required by Wisconsin Administrative Code that a master plumber install the sanitary system. Prior to the new sanitary system installation completion, the master plumber will contact the Douglas County Zoning office to schedule an inspection of the system during installation. Use of an **existing sanitary system** for a replacement dwelling requires the completion of a sanitary inspection report by a master plumber. The sanitary inspection report must be submitted with the land-use permit.

Non-plumbing sanitary systems which include privies, composting toilets and incinerating toilets require the Non-Plumbing Sanitary System application be completed with all designated requirements by the specific type of system.

An **address number/fire number** is required for the first structure on the site. Application for an address number should accompany the land-use permit for the structure.

This information is not intended to cover all County or State requirements. Special permit conditions may exist on land parcels adjacent to streams, lakes and wetlands. Please contact the Douglas County Planning & Zoning office if additional information is required. Chapter 26.03 WI Statutes states “no person may harvest any raw forest products until 14 days from notifying the County Clerk of the person’s proposal to harvest.” Contact the Douglas County Clerks office at 715-395-1568.