

Applications:

Copies of applications for Sanitary, Zoning and Emergency Response Numbers are available in the Columbia County Planning & Zoning office and on our website at:
<http://www.co.columbia.wi.us/columbiacounty/planningzoning>

Applications must either be dropped off or mailed in with original signatures of current property owners being submitted. No photo copies will be accepted.

The building process including county and town permits must occur in the order described in this pamphlet.

Application fees can be paid by check written out to “Columbia County Treasurer” or by credit card.

Columbia County Planning & Zoning

112 E. Edgewater Street
Portage, WI 53901
(608) 742-9660
Office Hours:
Monday—Friday 8:00 a.m. to 4:30 p.m.
planning.zoning@co.columbia.wi.us
www.co.columbia.wi.us/columbiacounty/planningzoning

This handout summarizes requirements for New Home Construction but it is not all inclusive. Please contact department staff with specific questions regarding your project.



Columbia County, Wisconsin

112 E. Edgewater Street * Portage, WI



Permit Requirements for New Construction

1. Zoning District

Prior to permits, you must verify the lot you wish to build on is a buildable lot. The Planning & Zoning Department can confirm if you are located in any natural environments such as flood plains or shoreland zoning, which would affect the permitting process.

2. Soil Test

A soil evaluation is needed to determine the type and size of septic system that is suitable for the property. A list of certified soil testers is available from the Planning & Zoning Department.

3. Driveway Permit

Depending on the access road your property fronts on, you will either have to contact the town, highway department or state contact for approval to place a driveway off of the town, county or state road. Existing driveways will still require an approval to receive an Emergency Response Number. The approval must be included with the Application for the Emergency Response Number or the application will be returned to the property owner.

4. Emergency Response Number

After obtaining a driveway permit, attach a copy of this to a completed Emergency Response Number Application and submit to the Planning & Zoning Office with the \$75.00 fee. Once the ERN is issued, a copy will be sent to the property owner, town clerk, post office, Sheriff's Department and Land Information Department notifying them of the newly issued number.

5. Sanitary Permit

The application form and plans for the septic system are typically prepared by a licensed master plumber or designer. They should have the appropriate sanitary permit applications on hand and will submit the information to us after an emergency response number has been issued.

6. Zoning Permit

The application for a Zoning Permit may either be filled out by the property owner or the builder/contractor; however, the property owner's original signature must be included on the application. All pages of the application must be completed, including the site plan and setback dimensions requested. An incomplete application will be returned prior to processing the application.

It is the responsibility of the property owner and the builder/contractor to ensure that all permits have been obtained prior to construction.



Fees

Emergency Response Number \$75.00

Sanitary Permits

Non-Pressurized In-Ground	\$435.00
Pressurized Systems	\$585.00
Individual Site Design and Experimental Systems	\$635.00
Holding Tank	\$635.00
Replacement Tank or Absorption Cells	\$385.00
Large Scale System	\$585.00
Reconnection or Repair	\$135.00
Transfer or Renewal	\$110.00
Privy	\$135.00
Re-Inspection	\$110.00
Wisconsin Fund Application	\$125.00

Zoning Permits

Principal Residential Building	\$510.00
Residential Additions, Alterations	\$160.00
Residential Accessory Structure	\$60.00
Principal Commercial Building	\$510.00+
Plus \$2.00 per \$1,000 of construction costs over \$300,000	
Commercial Accessory Structure	\$60.00
Agriculture Accessory Structure	\$60.00
Shoreland Fee	\$100.00
Floodplain Fee	\$210.00
Impervious Surface Calculations	\$200.00
Land Disturbance	\$210.00
Zoning Permit Renewal Fee	\$60.00