Columbia County

Requirements & Contacts

Phone: (608) 742-9660
www.co.columbia.wi.us

112 E. Edgewater St.
Portage, WI 53901

Planning & Zoning Department

Applications for Sanitary, Zoning and ERN permits are available in the Planning & Zoning Office located in the Columbia County Administration Building (Second Floor). Office hours are Monday through Friday, 8:00 a.m. to 4:30 p.m. All permit forms, fee schedules and supplementary information are available at the Planning & Zoning Department website.

The building process including County and Town Permits must occur in the order shown below. Before any permit can be issued, the property ***must*** be recorded at the Register of Deeds indicating you are the owner of record.

1. DETERMINE ZONING DISTRICT of PROPERTY and FLOOD PLAIN STATUS
   - Verify the Zoning District of the property through the Planning & Zoning Dept. and Floodplain status (www.fema.com) to determine if your lot is buildable.
2. SOIL TEST
   - Contact a Certified Soil Tester for a soil evaluation. The test results will dictate the type and size of septic system that is suitable for the property.
   - A list of Certified Soil Testers is available at the Planning & Zoning Dept.
3. DRIVEWAY PERMIT
   - Obtain a driveway permit from the appropriate contact *(see reverse).*
   - Existing driveways may require a current permit. Please consult with appropriate contact. *(see reverse)*
4. ERN PERMIT
   - Obtain and complete County Emergency Response Number (ERN) Form.
   - An Emergency Response Number (ERN) is required when address is not assigned to property.
   - A Driveway Permit is required in order to receive an Emergency Response Number.
5. SANITARY PERMIT
   - Obtain application for County Sanitary Permit. The Master Plumber you contract with should have this form on hand.
   - The application form and plans for the septic system will be prepared by a person licensed by the State of Wisconsin as a Master Plumber or Designer.
   - A list of Master Plumbers is available at the Planning & Zoning Dept.
   - Setbacks to keep in mind:
     A. Your **Treatment Tank** for your septic system must be at least:
        1. 5 feet from the house (all structures)
        2. 2 feet from the property line
        3. 10 feet from any underground water supply system
        4. 25 feet from a well, lake, stream, or pond

     B. Your **Soil Absorption Area** for your septic system must be at least:
        1. 10 feet from any building
        2. 50 feet from any well, lake, stream or pond
        3. 5 feet from the property line

     C. Your **Well** (private water systems) must be at least:
        1. 2 feet from the eaves of any building
        2. 25 feet from all treatment tanks
        3. 50 feet from the soil absorption area
6. ZONING PERMIT
   - Obtain an application for a County Zoning Permit
   - The Zoning Permit may either be completed by the owner or by the builder/contractor.
   - The *owner's* original signature is required.
   - All pages of the application must be completed accurately and permit fee received prior to processing.

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

TOWNSHIP(S):	CONTACT:	
DRIVEWAY PERMIT FOR TOWN ROADS (E.G JOHNSON DRIVE)		
Arlington, Courtland, Dekorra, Fountain Prairie, Hampden, Leeds, Lowville, Wyocena	General Engineering Co.	(608) 742-2169
Caledonia, Fort Winnebago, Lewiston, Marcellon, Newport, Otsego, Pacific, Randolph	Columbia County Highway Dept.	(608) 429-2156
Columbus	Darren Schroeder	(920) 623-4616
Lodi	Town of Lodi	(608) 592-4868
Scott	Jim Nelson	(608) 284-0388
Springvale	Glen Fischer	(608) 697-2782
West Point	Stephanie Potter	(608) 617-5691
DRIVEWAY PERMIT FOR COUNTY HIGHWAY (E.G COUNTY HIGHWAY "U")		
All Townships	Columbia County Highway Dept	(608) 429-2156
DRIVEWAY PERMIT FOR STATE HIGHWAYS		
All Townships	Scott Hinkle	(608) 246-5334
TOWN BUILDING PERMIT/UNIFORM DWELLING CODE		
Arlington, Caledonia, Columbus, Courtland, Dekorra, Fort Winnebago, Fountain Prairie, Hampden, Leeds, Lewiston, Lodi, Lowville, Marcellon, Newport, Otsego, Pacific, Randolph, Scott, Springvale, Wyocena	General Engineering Co	(608) 742-2169
West Point	Abbe Thompson athompson@msa-ps.com	(608) 963-1462
TOWN CONTACTS		
Arlington	Nate Moll, Chair	(608) 445-7813
Caledonia	Dave Considine, Chair	(608) 356-9695
Columbus	Darren Schroeder, Chair	(920) 623-4616
Courtland	Derek Granquist, Chair	(920) 326-9040
Dekorra	Kyle Knuteson, Chair	(608) 617-3670
Fort Winnebago	William Schroeder, Sr., Chair	(608) 742-2981
Fountain Prairie	David L Liebenthal, Chair	(920) 484-3095
Hampden	David Tuschen, Chair	(608) 697-0864
Leeds	Mark Frank, Chair	(608) 575-6192
Lewiston	Bruce Weyh, Chair	(608) 981-2582
Lodi	Town of Lodi Municipal Office/Hall	(608) 592-4868
	Steve Neander, Chair	(608) 515-4832
	Harmony Grove & Okee Sanitary Districts	(608) 592-5795
Lowville	Brad Schack, Chair	(608) 617-3784
Marcellon	Scott Holland, Chair	(608) 334-3582
Newport	Christopher Davis, Chair	(608) 963-4377
Otsego	Harlan Baumgartner, Chair	(920) 992-5180
Pacific	Steven Pate, Chair	(608) 697-2380
Randolph	Jerry Heidt, Chair *(issues non-dwelling & demolition permits)*	(920) 210-4648
Scott	Jim Nelson, Chair	(608) 284-0388
Springvale	Glen Fischer, Chair	(608) 697-2782
West Point	Ashley Nedeau-Owen, Chair	(608) 381-1414
Wyocena	Airling Gunderson, Chair	(608) 429-9960