

CLARK COUNTY

STATE AND COUNTY SANITARY PERMIT PROGRAM

CLARK COUNTY PLANNING AND ZONING DEPARTMENT, 517 COURT STREET, ROOM 204

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WHERE TO BEGIN?

Many questions can arise when planning the construction of a new house, rebuilding or replacing an existing house or replacing a POWTS (private onsite wastewater treatment system). This brochure was developed to help the landowner understand when and what permits are required in Clark County. The more information the landowner has, the smoother the process should go. Many of the permits can and should be obtained well before any construction begins.

The regulatory framework for a POWTS or non-plumbing sanitation system designed to handle domestic sewage is provided by Wisconsin Administrative Code and Clark County POWTS Ordinance. The Clark County Planning and Zoning Department is the county agency responsible for the regulation and inspection of POWTS and non-plumbing sanitation systems as well as the issuance of sanitary permits. The purpose of the sanitary permit is to allow installation of a POWTS or installation of a non-plumbing sanitation system as described on the approved permit application. The soil and groundwater conditions reported for the property form the basis for a sanitary permit application as do other specifications submitted along with the application.

The type of permit required depends on the type of system the landowner plans to have installed on the property. Installation of a POWTS requires a state sanitary permit. Installation of a non-plumbing sanitation system (privy, composting toilet, etc.) or reconnection to an approved existing POWTS requires a county sanitary permit.

We hope that this brochure will help you understand the process that must be followed in order to install a new or replacement POWTS on your building site or property.

STATE SANITARY PERMITS

Step 1. The Soil Test Report

The first step required to obtain a state sanitary permit is to contact a certified soil tester (CST) to evaluate the soil and site conditions on your property.

A list of CST's that are active in Clark County is included in this brochure. This list does not include all certified CST's. Any individual certified by the state in soil testing is qualified to do the work. Site and soil evaluations can be accomplished by using a backhoe, hand-dug pits or soil auger borings, and surface observations.

Whichever method is used, the CST should do a thorough evaluation of the soils over the ENTIRE acreage of the property. The most suitable soils for use in a POWTS should be identified and recorded for use in the POWTS design. A master plumber or licensed POWTS designer uses the soil report as the basis for their design. After the CST completes the work, you should receive a copy of the soil report form. It is the responsibility of the CST and plumber/designer to explain to you the type of POWTS suitable for your property. The CST also must file the completed soil report form upon completion with the Clark County Planning and Zoning Department.

Step 2. Choosing an Installer

Only licensed plumbers can install POWTS. Before a state sanitary permit can be issued, a Master Plumber or Master Plumber-Restricted Service must assume responsibility for the system installation by signing an application form. A list of licensed plumbers active in Clark County is also included in this brochure. This list does not contain all those qualified to do the work. You may contract with any plumber licensed by the State of Wisconsin as a Master Plumber or Master Plumber-Restricted Service.

CONSUMER QUESTIONS. *The Clark County Planning & Zoning Department recommends obtaining and comparing detailed bids from several plumbers before signing a contract. Submit a copy of your soil report form to various plumbers to obtain these detailed bids. Ask the installer what are you getting for your money? What is included and excluded from the bid? Will the site be landscaped after the job has been completed? Does the bid include removal of excess soil, brush and trees? Does the bid include the construction of required service drive for a holding tank installation?*

CONSUMER COMPLAINTS. *When you are misled or treated unfairly, you have a right to complain. Your complaints make us aware of potential problems. If you have a complaint, please contact the Clark County Planning and Zoning Department. You can also contact the Wisconsin Better Business Bureau at (800) 273-1002.*

Step 3. State Sanitary Permit Issuance

SANITARY PERMIT APPLICATION. The sanitary permit is the regulatory device for assuring compliance with state statutes, the Wisconsin Administrative Plumbing Code, and for granting permission to install a POWTS. An application form is completed by the master plumber and submitted to the Clark County

Planning and Zoning Department along with the POWTS design. When your sanitary permit application has been approved, you will receive a copy of the approved application form from the Planning and Zoning Department. A sanitary permit card will be mailed to the master plumber to post at the site. The sanitary permit card is the official notice that the proposed POWTS design is approved and a building permit can be applied for from the local municipality.

PLAN REVIEW. All POWTS plans require review and approval. Plans can be reviewed and approved by the state or the county. Plan review fees vary depending on the type of private sewage system. Clark County fees are provided on page 3 of this brochure. After the plans are approved, an original, stamped set of plans is returned to the master plumber.

HOLDING TANK MAINTENANCE AND MONITORING AGREEMENT. A holding tank maintenance and monitoring agreement must be signed by the property owner and local unit of government (township) before Clark County will issue a sanitary permit for a holding tank system. The agreement binds the owner and future owners of the property to the terms and conditions listed. If you are required to sign a holding tank agreement, please make sure the full legal description is placed on the document. Refer to your property deed or tax receipt for the proper legal description. Incorrect or incomplete legal descriptions could lead to a delay in processing your sanitary permit application.

SERVICING REQUIREMENTS. POWTS maintenance, management, and reporting are the legal responsibility of the property owner. Service requirements are spelled out in the maintenance and management portion of the POWTS design and also in the user's manual. The POWTS installer is required to provide the property owner with a copy of a user's manual at system start-up. The property owner of a POWTS that requires scheduled maintenance or servicing more than once a year must sign a servicing contract with an appropriate service provider. A holding tank always requires a servicing contract with a licensed pumper. When applicable, a servicing contract must be completed before a state sanitary permit will be issued.

Copies of holding tank maintenance and monitoring agreements and servicing contracts are available at the Clark County Planning & Zoning Department upon request.

Step 4. Installation and Inspection

All POWTS installations require inspection by the Clark County Planning and Zoning Department to verify compliance with the issued sanitary permit. County personnel licensed as a State of Wisconsin POWTS inspector perform system inspections. The inspector's duty is to make sure that the work is completed according to the state plumbing code and conditions of the sanitary permit. Inspections shall be made by the end of the next workday excluding Saturdays, Sundays

and holidays, after the plumber in charge notifies the county.

An inspection report is completed and filed with the sanitary permit. If the system is not installed according to the approved plan, it is noted on the inspection report. A plan revision may be required if changes impact system performance.

A Note on Holding Tanks

An alternative to onsite treatment is the holding tank. While soil-based treatment systems treat and recycle wastewater onsite, a holding tank retains all waste, (including gray water) in a large sealed tank. When the tank is full, these wastes are pumped out by a licensed septage hauler and transported off site for treatment or land spreading. Holding tanks might cost less to install, but annual pumping costs can be substantial.

A holding tank installation requires a service drive less than 25 feet from the tank manhole(s). Holding tanks must remain locked when not being serviced by a licensed septage hauler.

COUNTY SANITARY PERMITS

A county sanitary permit is required when a non-plumbing sanitation system is installed or when a new or rebuilt building is reconnected to an existing POWTS. Non-plumbing sanitation systems include pit and vault privies, composting toilets, incinerating toilets, and chemical toilets. Permits are issued for these systems to ensure that horizontal setbacks from buildings, surface water, property lines, road right-of-ways, and wells are maintained and vertical separation of pit privy waste from groundwater or bedrock is maintained. Reconnections to existing POWTS are regulated to ensure that the existing system has the capabilities to treat or store the anticipated wastewater flow from the structure.

RECONNECTIONS

Step 1. Existing POWTS Inspection

The first step in obtaining a county sanitary permit for a reconnection is to have the existing POWTS evaluated by a licensed POWTS inspector or plumber. This is required for any reconnection. The system will be evaluated to determine if all the installed components are operating correctly and comply with appropriate plumbing code. The ability of the existing system to treat or store the anticipated volume and strength of the structure's wastewater will be determined. Existing county records can aid in the system evaluation.

Step 2. Application & Site Plan

A licensed master plumber or master plumber – restricted service must sign the county sanitary permit application. The application must include a site plan locating the POWTS, buildings, property lines, well, surface water, driveway and roads. A system evaluation must be provided. Submit the application paperwork and necessary fee to the Clark County Planning &

Zoning Department. A maintenance and management plan and any servicing or maintenance contracts must accompany the application.

Step 3. Installation

A properly licensed master plumber or master plumber – restricted service must perform the reconnection. All reconNECTIONS require inspection by the Clark County Planning and Zoning Department.

NON-PLUMBING SANITATION SYSTEM

Step 1. Is a Soil Test Required?

A soil test is required for installation of a pit privy. Other non-plumbing sanitation systems do not require a soil test.

Step 2. Application & Site Plan

Submit a plot plan showing the location of buildings, roads, surface water, well, property lines, and sanitation system. The county sanitary permit application for a non-plumbing sanitation system does not require the signature of a licensed plumber. A permit fee is required for all non-plumbing sanitation system applications. *

Step 3. Installation

Installation by a plumber is not required. The Clark County Planning and Zoning Department will conduct a post - installation inspection.

RELATED PROGRAMS

UNIFORM ADDRESS SYSTEM.

The Clark County Planning & Zoning Department issues address numbers. For more information or to receive an application call (715) 743-5130.

RURAL HOUSING PROGRAMS.

The Clark County Housing Authority administers state and federal government housing programs to low and moderate income homeowners in Clark County. This includes zero percent interest, deferred payment loans made possible through a Community Development Block Grant program for wells, POWTS, and other home improvements. For more information contact the Housing Authority office at (715) 255-9396.

UNIFORM DWELLING CODE (UDC).

Effective January 1, 2005, all new construction of buildings intended for human habitation must be inspected for compliance with standards provided in the Wisconsin Uniform Dwelling Code. Clark County does not provide these inspection services. The inspection services are provided by private individuals or companies licensed by the Department of Commerce. Please contact the local municipality in which you will be building for further information.

LOCAL BUILDING PERMIT

In addition to the UDC permit, some municipalities may still require that a local permit be issued. A SANITARY PERMIT IS REQUIRED BEFORE THE MUNICIPALITY CAN ISSUE A BUILDING PERMIT. A building permit is your legal permission to begin construction. For more information about your municipality's building permit program, contact your Town Chairperson.

WISCONSIN FUND GRANT PROGRAM

This program provides reimbursements to aid in the replacement failing POWTS. To apply for a grant you must obtain a sanitary permit, complete an application, and provide evidence of your annual income. Some restrictions do apply. Contact the Clark County Planning & Zoning Department to obtain a brochure and application form.

For more information regarding anything in this brochure or other questions relating to POWTS or non-plumbing sanitation systems, please contact:

Clark County Department of Planning, Zoning and Land Information
517 Court Street, Room 204
Neillsville, WI 54456-1927
Phone (715) 743- 5130 Fax (715) 743-5154
Email: planningandzoning@co.clark.wi.us
Website: www.co.clark.wi.us

FEE INFORMATION

POWTS – RELATED FEES EFFECTIVE 7-15-13	
Item	Fee
Soil Test Review	\$ 50
State Sanitary Permit	\$350
County Sanitary Permit	
Privy Permit	\$175
Reconnection Permit	\$100
Plan Review	
Holding Tank	\$100
Non-Holding Tank POWTS w/1000 GPD or less	\$250
POWTS Inspections	\$ 35
Recording Fee	\$ 30
Late Filing Fee	\$100
POWTS Plan Revision	\$ 50
Permit Transfer/Renewal	\$100
WI Fund Processing Fee	\$100

**CLARK COUNTY
CERTIFIED SOIL
TESTERS**

* FOLLOWING PLUMBER'S NAME
INDICATES THEY ARE ALSO A
CERTIFIED SOIL TESTER

BERGH, WILLIAM
2667 113th STREET
CHIPPEWA FALLS, WI 54729
(715) 836-7372

CALHOUN, JEANNE
W11544 SPAULDING RD
BLACK RIVER FALLS, WI 54615
(715) 284-4260

HEIDT, WILLIAM
W3503 HEMLOCK ROAD
MONDOVI, WI 54755
(715) 832-0020

HIGH CLIFF CONSULTING
PO BOX 176
GALESVILLE WI 54630
(608) 582-2205

KRAMAR, SCOTT
7629 CTH KQ
CLUSTER, WI 54423
(715) 344-4794

LEA, MICHAEL
E21680 HWY SD
AUGUSTA, WI 54722
(715) 286-5423

PAGENKOPF, RAY JR.
W5318 SCHOFIELD RD.
NEILLSVILLE, WI 54456
(715) 743-4660

ROMIG, FRED
109 MAIN STREET BOX 216
GILMAN, WI 54433
(715) 447-8285

SCHOEN, LARRY
S2560 ROCKIE RD
FALL CREEK, WI 54740
(715) 877-3737

STAR ENVIRONMENTAL INC.
CAMLEK, BRIAN
PO BOX 434
MARATHON WI 54448
(715) 443-6115

STAR ENVIRONMENTAL INC.
STARZINSKI, GARY
PO BOX 434
MARATHON, WI 54448
(715) 443-6115

STUCZYNSKI SOILS & DESIGN
STUCZYNSKI, BOB
10593 CTH T
AMHERST, WI 54406
(715) 824-5200

WADZINSKI, GENE
211 SOUTH 58TH AVE.
WAUSAU, WI 54401
(715) 849-2250

WITTE, RON
S5985 JACK PINE ROAD
AUGUSTA, WI 54722
(715) 533-0857

ZOROMSKI'S SOIL CONSULTING LLC
ZOROMSKI, TIM
2603 JUNIPER LANE
WAUSAU, WI 54401
(715) 570-3912

**CLARK COUNTY
PLUMBERS**

A&R PLUMBING
BUELT, DONALD
5888 COUNTY TRUNK A
PITTSVILLE, WI 54466
(715) 884-6963

ARTAC PLUMBING
ARTAC, BERNARD
N9740 CTH HWY O
GREENWOOD, WI 54437
(715) 267-6123

CALHOUN, STEVE
W11544 SPAULDING ROAD
BLACK RIVER FALLS, WI 54615
(715) 284-4260

CAL'S PLUMBING SERVICE
TYSVER, CAL
11978 PLEASANT ROAD
MARSHFIELD, WI 54449
(715) 387-3674

CENTRAL WI PLUMBING, HEATING &
ELECTRICAL
JAKEL, JIM *
PO BOX 443
ABBOTSFORD, WI 54405
(715) 223-2652

DANMARK PLUMBING
HILTS, MARK
16 S ROOSEVELT RD
BLACK RIVER FALLS, WI 54615
(715) 284-1530

EXCEL PLUMBING LLC
OPELT, WAYNE*
N3150 OPELT AVE
NEILLSVILLE, WI 54456
(715) 743-2440
FAX (715) 743-3340

GAFFNEY PLUMBING
851 SOUTH CENTRAL AVE.
MARSHFIELD, WI 54449
(715) 384-4606

HALVERSON PLUMBING
HALVERSON, RICHARD *
PO BOX 428
BLACK R. FALLS, WI 54615
(715) 284-2556

HUMBIRD PLUMBING
THEILER, TOM*
PO BOX 124
HUMBIRD, WI 54746
(715) 964-8255

JAKEL, PAUL *
PO BOX 566
ABBOTSFORD, WI 54405
(715) 223-6563

KRAMER PLUMBING & HEATING
ZIMMERMAN, DAVE
108 S MAIN ST, PO BOX 330
MEDFORD, WI 54451
(715) 748-4646
FAX (715) 748-4695

McQUILLAN PLUMBING
McQUILLAN, THOMAS
726 MURRAY ST, PO BOX 160
BOYD, WI 54726
(715) 667-3368

MAIN STREET PLUMBING
PAPIERNIAK, JON
PAPIERNIAK, THEODORE
102 WEST MAIN STREET
THORP, WI 54771
(715) 669-5658

OSSEO PLUMBING
50769 WEST STREET
OSSEO, WI 54758
(715) 597-3017

PIONEER PLUMBING
BUETTNER, WILLIAM
PO BOX 4
NEILLSVILLE, WI 54456
(715) 743-8172

REIGEL PLUMBING
REIGEL, MIKE
1701 S GALVIN AVE.
MARSHFIELD, WI 54449
(715) 387-3411

ROMIG INC.
ROMIG, FRED*
109 MAIN ST, BOX 216
GILMAN, WI 54433
(715) 447-8285

RS PLUMBING
SCHOEN, RYAN
N4480 STATE HWY 73
NEILLSVILLE WI 54456
(715) 937-5290

SCHOEN PLUMBING
SCHOEN, KEVIN*
W5711 POERTNER RD
NEILLSVILLE WI 54456
(715) 743-4030

SPENCER PLUMBING
SPENCER, PHIL
S2884 CTH V
SPENCER, WI 54479
(715) 659-5818

STOCK, NL INC
STOCK, TIM
W6198 County Hwy X
WITHEE, WI 54498
(715) 229-2602

STOIBER, DAN *
W1414 ROCK CREEK RD
SPENCER, WI 54479
Cell (715) 507-0254

STRO'S PLUMBING
STROINSKI, TJ
3611 HOLTON RD
ABBOTSFORD, WI 54405
(715) 223-6499

VERBRACKEN, BRIAN
8905 253rd STREET
CADOTT, WI 54727
(715) 215-0357

WEIGEL, LYNN *
196 RANGELINE ROAD
AUBURNDALE, WI 54412
(715) 486-8083

WOJCIK, JOSEPH
W6198 CO HWY O
MEDFORD, WI 54451
(715) 748-4422

WOLF'S DIRTWORK & SEPTICS
WOLF, CLINT
R5040 CTY HWY M
EDGAR WI 54426
(715) 316-3807

YOUNG, MICHAEL E *
1713 EGTVEDT RD
ARBOR VITAE, WI 54568
(715) 356-9399

ZENNER PLUMBING & HEATING
761 GIBSON STREET
MEDFORD, WI 54451
(715) 748-3444

NOTE: THIS IS NOT A COMPLETE LISTING OR
AN ENDORSEMENT FOR THOSE LISTED.

Prepared by:
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