

Permit Checklist

1. Sanitary Permit (if required) – contact a Wisconsin Licensed Plumber

2. Town Permits – check with your town

3. Special Permits:

- WI Safety & Buildings – *commercial/public use (ph. # 920-492-5601)*
- WI Dept. Natural Resources – *wells; piers; > 10,000 sq. ft. land disturbance (ph. # 715-356-5211)*
- US Army Corps of Engineers – *wetland issues (ph. # 715-345-7968)*

4. UDC Permit (if required)

5. Vilas County Permits

- Property Owner's signature
- Computer Number (Tax Parcel Identification Number)
- Total estimated cost
- Legal description & physical property address (Fire #)
- Size & dimensions of property and size & dimensions of construction activities
- Sanitary permit information
- Contractor information
- A site plan showing names, locations, distances (in feet) and dimensions of: lot lines; any bodies of water; all existing structures on the property; proposed new construction; driveways; roads; septic tanks & seepage areas; wells; and the location of North.

PERMITS EXPIRE ONE YEAR FROM ISSUANCE DATE IF CONSTRUCTION HAS NOT STARTED.

IF CONSTRUCTION HAS STARTED WITHIN ONE YEAR OF ISSUANCE DATE, PERMITS ARE VALID FOR TWO YEARS.

*** “ALL 7 STEPS ON THE SITE PLAN MUST BE COMPLETED BEFORE THE PERMIT CAN BE ISSUED!”**

VILAS COUNTY SITE PLAN REQUIREMENTS

Draw a site plan to illustrate the following 7 requirements:

Failure to illustrate the 7 requirements WILL RESULT IN THE PERMIT APPLICATION BEING RETURNED!

Attach SITE PLAN to permit .

1. Draw lot and write in lot line dimensions.
2. Location, setback and name of lake(s), pond(s), river(s), stream(s).
3. Location, setback and dimensions of all existing structure(s), proposed structure(s), and/or structure addition(s).
4. Location, setback and dimensions of driveway.
5. Location, setback and name of bordering roads. Setbacks are from center of highway or town road to nearest structure. (Contact town for setback.)
6. Location of septic tank, drain field and setback to existing structure(s), proposed structure(s), or structure addition(s).
7. Location and setback of water well to structure(s), septic tank and drain field.

NOTE: ALL DISTANCES IN FEET

INDICATE NORTH WITH AN ARROW



Provide written directions to the property from the nearest major highway!