

When planning new residential construction in Jefferson County, a property owner must observe these points before the Jefferson County Zoning & Sanitation Department can issue permits for the installation of a private sewage system and residential structure.

Required Permits and Order of Issuance:

1. Sanitary Permit
2. Zoning and Land Use Permit

1. Sanitary Permit Requirements:

- ◆ Fire Number Assignment - Room 101, Land Information Office, Courthouse
- ◆ Soil Test by Certified Soil Tester. The signed original must be filed with the Zoning Dept.
- ◆ Sanitary permit application (SBD 6398) prepared by plumber if the residence will be served by a septic system.
- ◆ Private sewage maintenance agreement – signed, notarized original.
- ◆ Approval and issuance of sanitary permit by the Zoning Administrator if private septic system, **OR**
- ◆ Lateral Hook-up permit issued by the sanitary district if public sewer will serve the residence.

2. Zoning and Land Use Permit Requirements (all structures):

- ◆ Fire Number Assignment – Room 101, Land Information Office, Courthouse.
- ◆ Tax Parcel Number (PIN number as shown on tax bill) of the construction site.
- ◆ Legal description of parcel (as shown on tax bill) including: road, subdivision name, lot number, block, or certified survey map number, and acreage.
- ◆ Size (square footage), height, and proposed use of the structure and value after construction.
- ◆ Plot plan (sketch) showing the lot size, location and dimensions of existing structures (such as sheds, outbuildings, garages, pools, barns, decks, etc. on property). The proposed structure and the distances of the structure from the centerline of the road, distances to lot lines, septic system, navigable waters (rivers, streams, ponds, ditches, etc), and well(s).
- ◆ Driveway access permit: Approval obtained from the maintaining authority, i.e. Township for town roads; County Highway Department for county highways; Wisconsin DOT for state highways. Contact with D.O.T. for state roads can be made with the County Highway Department.
- ◆ Submittal of the completed Zoning and Land Use permit application to the Zoning Department for review. Permits shall be either granted or denied in writing by the Zoning Administrator within 30 days.

***Contact the Town building inspector for building permit requirements.

***IMPORTANT: All required permits (County & Town) must be issued prior to the start of construction!!!