

RACINE COUNTY SANITARY PERMIT APPLICATION PROCEDURES

The Racine County **Development Services** staff administer the private sewage system code and issue County sanitary permits. The office is located approximately ¼ mile west of I-94 on the north side of Hwy. 20 at **14200 Washington Ave.**, Sturtevant, WI, 53177. Non-holiday office hours are 8 a.m.-Noon, 12:30-4:30 p.m., Mon.-Fri. Informational lists of locally licensed Certified Soil Testers (CST) and plumbers are available on our internet site www.racineco.com; however, any properly licensed person may perform the work. The lists along with the following procedures will assist you with what needs to be done to secure a County sanitary permit:

- 1) Contact a **Certified Soil Tester (CST)** to conduct a soil evaluation and document the results on form SBD-8330. If applicable, the CST will contact our office to do an on-site visit to confirm the evaluation results. The results of the evaluation will give information on the type, size and location of the recommended system.
- 2) Give a copy of the Soil and Site Evaluation form SBD-8330 to a master or master-restricted plumber, engineer, registered architect, or registered plumbing designer to **design plans for a Private Onsite Wastewater Treatment System (POWTS)**. A plumber who designs the approved system plans must also install the system.
- 3) **Obtain plan approval** by submitting POWTS plans and required specifications to the appropriate agency:
 - a) **Racine County Development Services** – for a **conventional system** serving a one or two-family dwelling, or a **holding tank** receiving **domestic wastewater** with **<3,000 gallons per day** estimated wastewater flow.
 - b) **WI Dept. of Safety and Professional Services (DSPS)** – for any system **other than a conventional** or for a **conventional system serving a public building**. In addition, **holding tanks** with a daily wastewater flow **≥3,000 gallon per day** require written documentation submitted to the **Wisconsin Department of Natural Resources (DNR)** showing that a publicly owned treatment plant agrees to accept the holding tank waste. **Holding Tanks** that receive domestic and non-domestic waste require both the **DNR** and **DSPS** review.
 - c) **DNR** – for a system with a proposed design wastewater flow **≥12,000 gallons per day** or if the system is a **holding tank** that receives **only non-domestic waste**.
- 4) After receiving state plan approval, or if not required, **bring the following to the Development Services office**:
 - a) **Sanitary Permit Application** form SBD-6398 signed by the installing master or master-restricted plumber.
 - b) **Soil and Site Evaluation** form SBD-8330 signed by the CST.
 - c) **Full set of POWTS plans** (must be stamped conditionally approved if state DSPS approval is needed).
 - d) **Septic Tank Maintenance Agreement** (available in the Development Services office or county web site) signed by the landowner or, if applicable, a **Holding Tank Servicing Contract** signed by the owner and licensed septage hauler, and a recorded **Holding Tank Agreement**. Each municipality has unique rules governing whether or not they will process a Holding Tank Agreement and allow the installation of a holding tank. If allowed, the **original** signed and notarized Holding Tank Agreement with legal land description must be recorded at the Racine County **Register of Deeds** office. The Register of Deeds has offices located at the County Courthouse in downtown Racine (730 Wisconsin Avenue, 636-3208) and the satellite office at 300 N. Pine St. (Burlington City Hall, 342-1161) in Burlington. The Development Services office will not issue a Sanitary Permit without evidence of the recording. Bring a copy of the recorded document or a copy of the agreement with an attached fee receipt showing that the document was submitted to the Register of Deeds office.
 - e) **Sanitary Permit fee** in the form of cash or check payable to the “Racine County Treasurer.”
- 5) A sanitary permit can be issued if proper information is submitted for a code-compliant POWTS.
- 6) Please inquire about the Wisconsin Fund Grant Program if replacing a failing private sewage system.

Note: The POWTS cannot be installed until the County Sanitary Permit is issued. The system cannot be used until the system has been properly installed by your plumber and inspected by Racine County. Please call Development Services to confirm that a final inspection was conducted or to answer any questions (262-886-8440).