

**Other Information Brochures  
Available from the  
Department of Conservation,  
Planning & Zoning**

**Special Exception Permits  
Inoperable – Unlicensed Vehicles  
Zoning & Shoreland  
Summary of  
Minimum Provisions  
Variances  
Certified Survey Map  
Approvals  
Filling & Grading  
Rezoning Request  
Septic System Ownership**

**Do I Need  
A County  
Permit?**



**Sauk County Conservation,  
Planning & Zoning  
505 Broadway  
Baraboo, WI 53913  
608-355-3245 Phone  
608-355-4440 Fax**

# Yes:

## When your project involves:

- An addition or structural change to the exterior of your home .
- Building or moving a new structure onto your property. Please be advised that fences, in ground swimming pools, decks, mobile homes, storage sheds are considered structures that need permits.
- Putting in a new septic system.
- Replacing or reconnecting your current septic system, or repair.

*Note: Towns of Washington, Delton, Fairfield & Merrimac have not adopted County zoning, however you may have to meet county requirements or need a permit if you are located in the Shoreland Zoning District.. Please contact our office to verify.*

## **What If I Don't Get A Permit?**

Permits are required by Sauk County Ordinances and State Statutes. If you don't obtain a permit when you should, the County can issue you a citation for every day the work is not in compliance and when the permit is applied for after construction has started, you will be charged triple the amount for the fees. Towns may assess also.

The permit(s) and accompanying inspections are to assure you that the work is "up to code" and safe and assure you that your neighbors construction is also "up to code" and safe. Currently Sauk County does not inspect interior construction.

# How to Apply:

## **For a Land Use (building) Permit**

Contact the Conservation, Planning and Zoning Department to obtain a Permit Application and a Minimum requirements brochure that will provide you with the basic information needed to properly fill out your application, such as setback distances, fees, etc.

You should show your application, plot plan and floor plan (if applicable) to a staff member before you apply for your permits. This will help you avoid delays when you want to start construction. Some types of permits may need special review by the Sauk County Board of Adjustment and/or your property may not be zoned for your intended use. Zoning staff will review your plan and tell you when these situations apply.

When filling out your permit application, please be sure to fill it out completely and sign and date it. Be sure to have the following information filled in on your application:

- Name, address, phone numbers, subdivision and lot number (if applicable), Town, and Legal Description.
- Please provided a **signed** copy of a floor plan and plot plan with all permit requests.
- Existing land use, proposed land use, zoning district and lot size.
- Builder/Contractor information (address and phone number ).
- Be sure to fill in all the setback distances and the size of the structure/addition. Describe the structure and use.

## **For a Sanitary Permit**

Contact the Office of Planning and Zoning to obtain a permit application and a minimum requirements brochure that will provide you with the basic information needed to properly fill out your application, such as setback distances and fees. Also, work with your plumber to assure that septic requirements are achieved.

If you are putting in a new septic system and building a new house, please do the following:

- Follow #1-5 under "Land Use Permit".
- Fill out the Septic Installer information, making sure that their license no.
- Check if it is a new, replacement, or reconnection to an existing system.
- State what type of system is being put in (Conventional ((gravity/dose)), In-Ground Pressure, Holding Tank, At-Grade, Mound or New Technology)
- Provide a **signed** copy of a floor plan and plot plan with all permits.

**APPLICANT MUST SIGN PERMIT APPLICATION AND MAINTENANCE FORM. An Agent/Builder/Plumber(s) signature will not be accepted.**

## **When Don't I Need A County Permit?**

- Painting/siding your home, shed or structure.
- Replacing windows and doors.
- Installing gutters or downspouts.
- Putting new shingles on your roof.