

## 2019 DEPARTMENT POLICIES

### *Schedule for Inspections and Permit Application Process*

#### Soil Onsite/Soil Pits:

**48 hour notice is required** for scheduling of inspections.

**Soil On-Site Inspections are mandatory.** On-site inspection fee of \$50.00 is due within 45 days of the county performing the onsite or prior to the completion of an onsite, if required by Jackson County. The **soil tester** performing the soil evaluation will be responsible for submission of the required onsite fee. If the onsite fee is **NOT** paid within 45 days, a late fee of \$10.00 will be charged along with the applicable interest penalty. **ALL ORIGINAL SOIL EVALUATIONS ARE TO BE SUBMITTED TO JACKSON COUNTY.**

- **ALL SOIL TEST PITS MUST BE EXCAVATED BY A BACKHOE. HAND DUG PITS WILL ONLY BE ALLOWED ON SOILS OF 24" OF SUITABILITY OR LESS.**
- **IF WE DETERMINE TEST PITS ARE UNACCEPTABLE AND FIELD STAFF ARE REQUIRED TO RETURN FOR ADDITIONAL ONSITE(S), EACH ADDITIONAL ONSITE WILL BE ASSESSED THE ONSITE FEE.**
- One soil pit (minimum) is required per absorption site, however if the soils are uniform, the remaining holes can be done by auger.
- Soil borings done with an auger cannot include information on structure, consistency, boundary, and roots.
- Report all soil borings and pit information. This includes location and elevations of holes.
- Prior to submitting the Soil Evaluation, check to insure that all of the information is completed. Incomplete reports will be returned for modifications.
- Site plans submitted with your Soil Report must be legible and to scale. Unreadable or unscaled plans will be returned for modification. Also, all distances must be measured on site—**NOT PACED!**
- All site plans must show contour lines and the contour lines must be in equal intervals either one foot or two foot contour lines.

## Sanitary Permits:

All POWTS systems including *remediations, repairs and reconnections* are required to be inspected PRIOR to backfilling. With proper notice, our office should be able to attend ALL inspections. Permits issuance and systems being installed continue to rise each year. Scheduling inspections can, at times, be limited due to the daily workload or limited staff. Our office will make every effort to attend every inspection.

Schedule accordingly, our office needs to receive the Sanitary Permit application within a timeframe that allows us to issue the permit prior to work commencing. Bear in mind that during the construction season, *permit issuance may take up to two weeks to complete.*

***ALL Sanitary Permits are to be issued PRIOR to the beginning of any work.***

*Any permit application with missing data, incorrect form or fee amounts will be returned for modifications.* Remember that a separate check for any recording fees needs to be submitted and made payable to the Jackson County Register of Deeds Office.

Seeding and Mulching is the responsibility of the installing plumber. Our office will expect you to complete this at the time of installation.

If you are installing a system on a specific day, call a *minimum of 48 hours* ahead of time to schedule the on-site inspection. However, if our office cannot get to an inspection, then elevation data, date of install and an as-built plan **MUST** be submitted to our office on the *Jackson County Elevation Data* form.

***Remember that any potential Wisconsin Fund Systems are required to be inspected prior to backfilling.\****

**\*Note: If you have a client who may be a potential Wisconsin Fund Grant Fund recipient, direct them to our office. The program criteria changes and we want to ensure that misinformation is not being passed on to the your client.**

## Fee Schedule:

Please ensure that the proper fee is submitted to Jackson County, refer to the **Fee Schedule Effective February 13, 2017** for proper permit fees.

## Web Access to Records

For your convenience, Sanitary Permit and Pumping Maintenance information is viewable/printable online at the Jackson County Online Mapping and Property Search Portal. Try it out at <http://jacksoncowi.wgxtreme.com>, there is a wealth of information available at your finger tips, 24 hours a day, 7 days a week! Contact our office for tips on accessing this valuable information.