



SANITARY APPLICATION SUBMITTAL CHECKLIST

REQUIRED SUBMITTALS FOR NEW SYSTEMS:

- ☐ Signed Sanitary Permit Application
- ☐ System Plans which meet Wis. Admin. Code § SPS 383.22(2)
- ☐ Home Plans
- ☐ Ownership and Address Form
- ☐ Property Deed
- ☐ Approved Soil Test
- ☐ Copy of the Recorded CSM or Subdivision Plat
- ☐ Application Fee, paid in full (Check, Cash, or Card)

REQUIRED SUBMITTALS FOR REPLACEMENT/REPAIR/RECONNECTIONS:

- ☐ Signed Sanitary Permit Application
- ☐ System Plans which meet Wis. Admin. Code § SPS 383.22(2)
- ☐ Ownership and Address Form
- ☐ Property Deed
- ☐ Approved Soil Test
- ☐ Management Contingency Plan
- ☐ Copy of the Recorded CSM or Subdivision Plat
- ☐ Certification of Existing Tank or Components, if re-used
- ☐ Application Fee, paid in full (Check, Cash or Card)

INCOMPLETE SUBMITTALS

Plumbers, if you have received this checklist, then your recent submittal is considered incomplete and WILL NOT be reviewed. Please review the checklist above and resubmit the application with the items that are indicated to be missing from the application. Fees WILL NOT be processed until the application is considered complete. Fees will not be held by the department.

COMPLETE SUBMITTALS:

Staff, please follow the steps in the **SOP for Sanitary Permits, New Systems, System Revisions, or Change in Plumber or Owner**, whichever applies.

Disclaimer: Upon completion of the technical review by staff, it may be determined that further information may be required to process the application. The review of the application will not continue until said information is provided to Staff.