



VERNON COUNTY ZONING

318 Fairlane Drive, Suite 226-227

Viroqua, WI 54665

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PERMITTING PROCESS CHECKLIST

Complete the following steps in the permitting process in the order as follows:

1. ☐ **Map Review:** Contact the County to determine if your parcel is subject to floodplain or shoreland regulations. If so, complete a Land Use Permit Application.
2. ☐ **Town Verification:** Request the County complete a verification form indicating what, if any, county zoning applies to your project. Include this with permit application(s) you submit to the town.
3. ☐ **Soil and Site Evaluation:** Contact a Certified Soil Tester to have a soil and site evaluation performed. The Certified Soil Tester will forward a copy of the report to you, your preferred plumber, and the county.
4. ☐ **Contact Your Plumber:** Your plumber will submit a sanitary permit application for review. Please be aware At-Grade and Mound systems require state approve which takes approximately 4-6 weeks.
5. ☐ **Sanitary Permit:** you will be issued a sanitary permit after your application is reviewed and approved.
6. ☐ **Site Permit:** Contact your town for a site permit. A driveway permit and fire number should also be obtained if one does not already exist. Note: This step is often completed before or at the same time as the soil and site evaluation.
7. ☐ **Building Permit:** Contact your Town's UDC Building Inspector for a building permit.
8. ☐ **Contact Your Plumber:** Remain in contact with your plumber to schedule the installation of your septic system. The plumber will communicate with the county and schedule an inspection of the septic system at the time of installation.