

## Permits to Obtain



**Sanitary Permits:** This is the first County permit required for any building to be used for human occupancy. Contact a Wisconsin Licensed Plumber to obtain the permit which will require a soil test by a Wisconsin Certified Soil Tester and a septic design. The County performs new & replacement sanitary system inspections.

**Zoning Permits (Land Use):** To obtain a zoning permit, you must have a sanitary permit (if required) and a plot plan showing where the building is to be located on site. The plot plan must show setbacks to property lines, buildings, septic system, well, easements, driveways, waterways & any other features on the property. A floorplan of the structure is also required. The county performs on-site inspections before issuing permit.

**Township Building Permits:** All townships in Dunn County are required to issue the State Uniform Dwelling Code permit and hire/contract a building inspector to perform building code inspections to ensure construction standards are being followed. Contact your township for their requirements.

**Driveway Access Permits:** A driveway permit is required when creating a new access to the property. Applicants must approach the appropriate town, county or state agency approving access to each lot.

**Address/Fire Number:** Dunn Co. has a uniform address numbering system. A driveway access permit must be obtained prior to receiving an address/fire number.

**Well Permits:** Wisconsin D.N.R. sets standards for well construction. A Wisconsin Licensed Well Driller will comply with them. A Well Permit **IS** required thru the Dunn County Public Health Dept. at 715-232-2388 .

## Home/Building Construction Checklist

- Check property zoning classification
- Check property for easements, etc.
- Determine if a survey is required
- Check Township requirements
- Determine setback requirements
- Hire a Wisconsin Certified Soil Tester
- Locate the sanitary system site
- Create a proposed plot plan (drawn to scale)
- Contact a Wisconsin Licensed Plumber
- Obtain a Sanitary Permit from the Zoning Office( issued to the plumber)
- Obtain a Driveway Permit from Town/County/State
- Obtain an Address from the County Land Information Services Department at [LIS@co.dunn.wi.us](mailto:LIS@co.dunn.wi.us) or 715-231-6545
- Obtain a Zoning (Land Use) Permit from the Zoning Office
- Obtain a Building Permit from the Township/UDC Building Inspector
- Begin Construction!



### Additional Notes:

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## Dunn County, Wisconsin

Planning & Zoning Division  
3001 US Hwy 12 E, Suite 240  
Menomonie, WI 54751  
[www.co.dunn.wi.us](http://www.co.dunn.wi.us)

715-231-6521  
715-232-4099 (Fax)



## Dunn County, Wisconsin

# HOME & BUILDING CONSTRUCTION PERMIT PROCESS

**Environmental Services Dept.  
Planning & Zoning Division  
3001 US Hwy 12 E, Suite 240  
Office Hours: 8:00 a.m. to 4:30 p.m.  
Monday-Friday  
715-231-6521 Fax 715-232-4099  
[www.co.dunn.wi.us](http://www.co.dunn.wi.us)**



# Home/Building Construction: A Step by Step Approach

## Where do I start?

Is the property an existing lot? A deed, tax statement, land contract, subdivision plat, or some other document may describe the property's lot or parcel. If the lot has not been recorded or has not yet been divided from a larger parcel, a survey may be required. Contact the Dunn Co. Surveyor's Office (715-231-6534).

Are there deed restrictions or covenants recorded on the deed? There may be easements which restrict development of the property. Talk to the owner or examine the deed at the Dunn Co. Register of Deeds Office (715-232-1228)

Is the lot properly zoned for the intended use? Zoning classifications have been established at the county level to ensure proper land use. Some towns have additional requirements; check in both places. Zoning will not only tell you the uses allowed on the parcel, but it will also tell you the potential uses of neighboring parcels—an important consideration when making a big investment!

Dunn Co. zoning districts are described in more detail through the Dunn Co. Comprehensive Zoning Ordinance available online at [www.co.dunn.wi.us](http://www.co.dunn.wi.us) or 715-231-6521.

## Site Design?

If you are putting up a new building or adding on to an existing structure, give careful thought to placement of the structure on the parcel. You don't want to accidentally place items too close to navigable streams, property lines or over existing septic systems. There are setbacks which are enforced by the County and townships.



## Setbacks?

Setbacks determine the buildable portion of the parcel. You should plot out all of the required setbacks to find out where construction can take place. You might consider locating your building back a greater distance from the required setbacks to allow for future expansion.

### Road setback requirements are:

Distance from Building	State/Fed. Hwy.	County Hwy.	Town Road	Platted Subdivision
Right-of-Way	50'	50'	42'	30'

### Setback requirements from a building are:

Distance from building foundation	Distance
Drainfield	10'
Septic Tank	5'
Ordinary High Water Mark	75'
Vent to air intake	10'
Side Yard (principal structure)	10'
Rear Yard (principal structure)	25'
Well (contact the Public Health Dept. 715-232-2388)	

## Floodplains?

Floodplains are areas of the county which may be covered with water during a 100-year flood event. Building is restricted in floodplains, but certain recreational uses are allowed. Floodplain/Shoreland zoning is county-wide. More information is available on-line at [www.co.dunn.wi.us](http://www.co.dunn.wi.us) or 715-231-6521.



## Septic Systems?

The location of the septic system can be the most important step in locating the building site, especially on a small lot or lot with limiting soil conditions. Soils must be tested to determine the best location for the septic system and its' replacement field before any site preparation is completed. For additional information, contact our office (715-231-6521).

## Driveways?

Driveway entrances require permits to assure that they are placed in safe locations with regard to sight-distances to oncoming traffic. Contact the appropriate agency with regard to town roads (township below), county roads (Hwy-715-232-2181) and state roads (715-836-3905).

Diggers Hotline  
1-800-242-8511



### Town Clerks (subject to change)

#### Zoned townships

<b>Colfax</b>	<b>Karen Myers</b>	<b>962-3895</b>
<b>Dunn</b>	<b>Sally Rasmussen</b>	<b>308-1830</b>
<b>Eau Galle</b>	<b>Sandra Pickerign</b>	<b>283-4326</b>
<b>Elk Mound</b>	<b>Carolyn Loechler</b>	<b>879-4790</b>
<b>Grant</b>	<b>Peggy Johnson</b>	<b>658-1888</b>
<b>Hay River</b>	<b>Michelle Drury</b>	<b>632-2525</b>
<b>Lucas</b>	<b>Stacey Simonson</b>	<b>232-9212</b>
<b>Menomonie</b>	<b>Leslie Doane</b>	<b>308-0157</b>
<b>New Haven</b>	<b>Laura Shepard</b>	<b>928-0892</b>
<b>Otter Creek</b>	<b>Beverly Bernier</b>	<b>658-0131</b>
<b>Peru</b>	<b>Rebecca Richardson</b>	<b>875-4879</b>
<b>Red Cedar</b>	<b>Cheryl Miller</b>	<b>556-5034</b>
<b>Rock Creek</b>	<b>Susan Huftel</b>	<b>875-4945</b>
<b>Sand Creek</b>	<b>Doug Westholm</b>	<b>205-1210</b>
<b>Sheridan</b>	<b>Joe Boesl</b>	<b>205-6193</b>
<b>Sherman</b>	<b>Ashley Score</b>	<b>702-1413</b>
<b>Spring Brook</b>	<b>Mary Strand</b>	<b>874-4979</b>
<b>Stanton</b>	<b>Valerie Windsor</b>	<b>665-2568</b>
<b>Tainter</b>	<b>Gwen Snyder</b>	<b>235-3165</b>
<b>Tiffany</b>	<b>Katie Moll</b>	<b>607-1805</b>
<b>Weston</b>	<b>Pat Pickerign</b>	<b>664-8767</b>
<b>Wilson</b>	<b>Susan Varnes</b>	<b>949-1631</b>