

# STEPS TO ACQUIRING PERMITS IN OCONTO COUNTY

## Step 1:

Consult with Oconto County Planning & Zoning Staff regarding your proposal by contacting staff at either of the following locations:

[Oconto County Planning & Zoning](#)  
[301 Washington Street, Oconto, WI 54153.](#)  
(920) 834.6827

[Oconto County Planning & Zoning](#)  
[Lakewood Satellite Office](#)  
[17181 Twin Pines Rd., Lakewood, WI 54138,](#)  
(715) 276.6640

Planning and Zoning staff will verify if any of Steps 2 – 9 apply to your proposal. Once you receive necessary approvals for any of the Steps 2-9 that apply to your proposal, Planning and Zoning staff will work with you to confirm there are no other potential issues that may delay or inhibit permit issuance. Once no other issues have been identified Planning and Zoning staff will work with you to proceed to Step 11.

## Step 10: (SANITARY PERMIT)

Apply for any required Oconto County Sanitary Permit(s).

- If continuing with pursuing a sanitary permit you will work with planning and zoning staff, a Licensed Soil Tester, and a Licensed Plumber.
- [List of Licensed Plumbers and Soil Testers](#)
- [Oconto County Planning and Zoning Fee Schedule](#)
- [Oconto County Sanitary Permit Application](#) (For reconnects and non-plumbing systems)
- [Wisconsin Sanitary Permit Application](#)

## Step 11: (STATE AND/OR FEDERAL PERMIT(S))

Apply for any required State and /or Federal Permit(s).

## Step 12: (FLOODPLAIN PERMIT)

Apply for any required Oconto County Floodplain Permit(s).

## Step 13: (LAND USE)

Apply for any required Oconto County Land Use Permit(s).

- [Oconto County Land Use Permit Application](#)
- [Oconto County Planning and Zoning Fee Schedule](#)

## Step 14: (LOCAL BUILDING PERMIT)

Contact the local building inspector to verify the need for any required local building permit(s).

## Step 2: (WETLAND DELINEATION / DETERMINATION)

This step is required if there is a need for a wetland delineation in order to permit the proposed use.

- If continuing with obtaining a wetland delineation, please refer to the DNR website at <http://dnr.wi.gov/topic/Wetlands/delineation.html>

## Step 3: (REZONE)

This step is required if a rezone is required to a zoning district that permits the proposed use.

- Discuss pursuing a rezone as it relates to local and county future land use plans with Oconto County Planning and Zoning staff.
- If continuing with applying to rezone, please refer to the [Oconto County Rezone Application Packet](#).
- Please refer to the [Local Guide for Pursuing a Rezone in your Town and Oconto County](#).

## Step 4: (CONDITIONAL USE)

This step is required if a conditional use permit is required in order to permit the proposed use.

- If continuing with applying for a conditional use permit, please refer to the [Oconto County Conditional Use Permit Application Packet](#).
- Please refer to the [Local Guide for Pursuing a Conditional Use Permit in your Town and Oconto County](#).

## Step 5: (VARIANCE)

This step is required if a variance from ordinance standards will be required in order to permit the proposed use.

- If continuing with applying for a variance, please refer to the [Oconto County Variance Application Packet](#).

## Step 6: (CERTIFIED SURVEY MAP (CSM))

This step is required if a Certified Survey Map (CSM) or a Retracement Certified Survey Map (Retracement CSM) will be required in order to permit the proposed use.

- If continuing with pursuing a CSM and are looking to hire a Wisconsin Professional Land Surveyor, please refer to the [List of Professional Land Surveyors](#).

## Step 7: (TAX PARCEL NUMBER)

If creating a new parcel or combining existing parcels, verify a tax parcel number has been assigned to the parcel.

- To verify contact the Oconto County Property Lister at 920.834.6827.

## Step 8: (DRIVEWAY ACCESS PERMIT)

If constructing a new driveway access, verify the need for a driveway access permit and obtain if necessary.

- If access is to a town road, contact your Town Clerk and/or local building inspector to verify if a driveway permit is required. If access is to a county road, contact the Oconto County Highway Department at (920) 834.6885 to verify if a driveway permit is required. If access is to a state or federal highway, contact the Wisconsin Department of Transportation at (920) 492.5643.

## Step 9: (PHYSICAL ADDRESS I.E. FIRE NUMBER)

Verify a physical address has been assigned to the parcel.

- If no physical address has been assigned to the parcel, then complete the [Oconto County Physical Address Application](#).