



# Washington County, WI Online Permit Applications

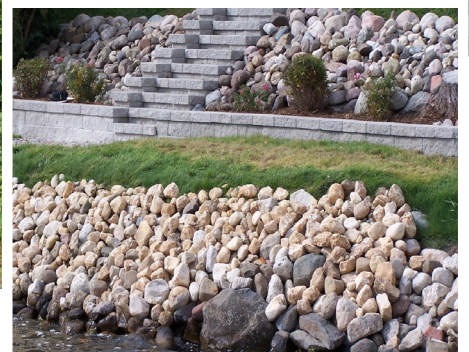
**Sanitary**

**Erosion Control & Stormwater**

**Shoreland Zoning**

## Users Manual

For Convenient, Fast & Secure Permit Processing  
Submit Your Permits & Payments Online!  
Visit: <https://permitapp.washcowisco.gov>



*Developed by Washington County (Dated 01/19/2024)*

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Permitting Application Website: <https://permitapp.washcowisco.gov/>

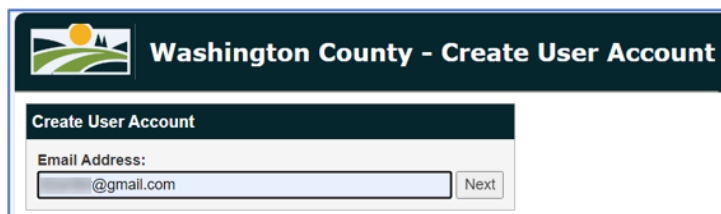
## Creating an Account

1. This is the main login page. If you do not yet have a user account, there is a link at the bottom of the page to create a new one.




The screenshot shows the 'Washington County - Permits' login page. It features a logo with a sun and hills. Below the header is a 'Login' section with fields for 'User Name' and 'Password', a 'Login' button, and a 'Forgot Password' link. At the bottom, there is a text box with the text 'Washington County, Wisconsin' and a blue callout bubble pointing to a link that says 'To create a new user account'. Below this, a message states: 'If you do not have a user account, [click here](#) to create one.'

2. To create a new user account, enter your email address, which will become your user ID.



The screenshot shows the 'Washington County - Create User Account' page. It features the same logo as the login page. Below the header is a 'Create User Account' section with a field for 'Email Address' containing '@gmail.com' and a 'Next' button.

3. Fill in the required fields for the new user account. If you will be creating POWTS permit applications, you must specify your license # at the bottom of the page.



The screenshot shows the 'Washington County - Create User Account' page with all fields filled. The fields include: 'Email Address' (filled with '@gmail.com'), 'Choose Password' (filled with asterisks), 'Confirm Password' (filled with asterisks), 'Last Name' (filled with 'J. Smith'), 'First Name' (filled with 'John'), 'Phone' (filled with '555-555-5555'), 'Address 1' (filled with '1111 1st St NW'), 'Address 2' (empty), 'City' (filled with 'Canton'), 'State' (filled with 'WI'), and 'Zip Code' (filled with '53014'). A 'Note' on the right states: 'Password must be at least 12 characters and include: upper case, lower case and a number.' Below the main form, there is a section for 'If you will be applying for Septic Systems/POWTS permits, complete the following:' with a 'License #' field (filled with '123456789'). At the bottom is a 'Create User Account' button.

- If everything you entered for your new user account is OK, it will be confirmed for you on this page. Pressing the **YES: Create User Account** button will create the new user account.

**Washington County - Create User Account**

**Confirm Account Details**

Email Address: [redacted]@gmail.com  
 Password: Password is OK  
 Last Name: [redacted]  
 First Name: [redacted]  
 Address: 1234 1st Ave #100  
 [redacted] WI 53003  
 Phone: 262-123-4567  
 License: 1234567  
 Plumber: [redacted]  
 [redacted] Washington State  
 [redacted] 12345  
 262-123-4567

**YES: Create User Account** **NO: Cancel**

**Important**

This system uses 2-factor authentication for added security. After you login with your user name & password, you will be prompted to enter a secret code which will have been sent to your email address: [redacted]@gmail.com.

If this email ends up in your **Spam** or **Junk** email folder, you will need to white-list **@washcowisco.gov**.

**Important:** If this email went into Spam or Junk folder to prevent this from happening with future emails from this program, first try right-clicking on the email and search for the “Junk” tab, then select Never Block Senders Domain (@example.com). For additional **instructions** on how to WHITELIST emails click [here](#) or go to this website: <https://clean.email/blog/email-security/how-to-whitelist-an-email>

- Our site uses 2-factor authentication for increased security, so our system will now send a 6-digit secret code to your email inbox. Retrieve that code and enter it here:

**Washington County - Create User Account**

**2-Factor Authentication Secret Code**

Secret Code: [input field] **OK**

Please enter the 2-factor secret code that was sent to your email address

- You should now be logged onto our site and see the main page (*i.e. the **My Permits** tab*), which would list any of your previously entered permit applications. If this is your first time logging in, this list will be empty.

**Washington County, WI - Permit Applications**

Natural Resources Department  
 Public Agency Center  
 333 E. Washington Street, Suite 2300  
 P.O. Box 2003  
 West Bend, WI 53095-2003

**My Permits** **New Permit** **Your Account** **Log Out**

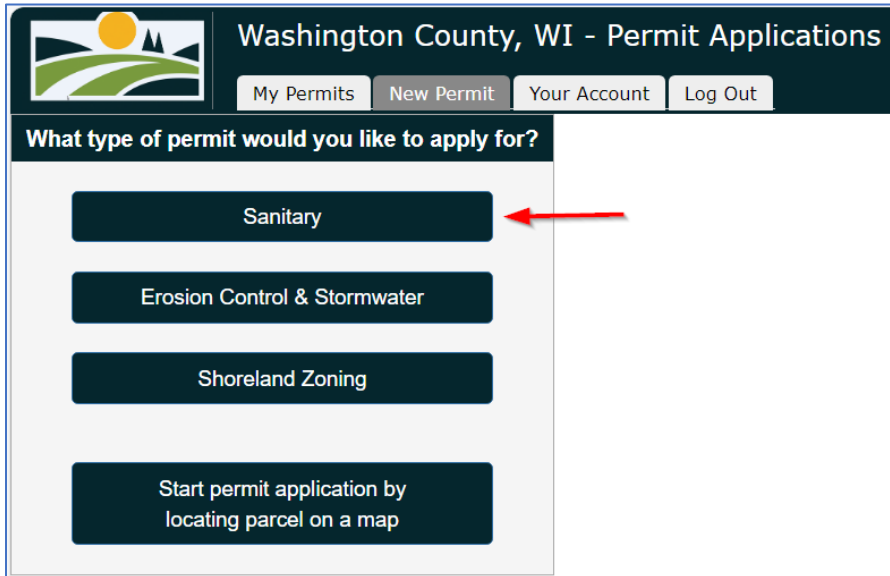
**Permit Applications For:** [redacted]@gmail.com

App #	Type	Status	Created	Submitted	Approv	Permit #	Owner Name / Project Address	Fees	Paid	Due
No permit applications were found. Use the <b>New Permit</b> tab to apply for a permit.										

- The “Your Account” tab is where you can update your address, phone number, email, etc...

## Applying for a New POWTS Permit

1. To create a new POWTS permit application, go to the **New Permit** tab and press the **Sanitary** button.



Washington County, WI - Permit Applications

My Permits New Permit Your Account Log Out

What type of permit would you like to apply for?

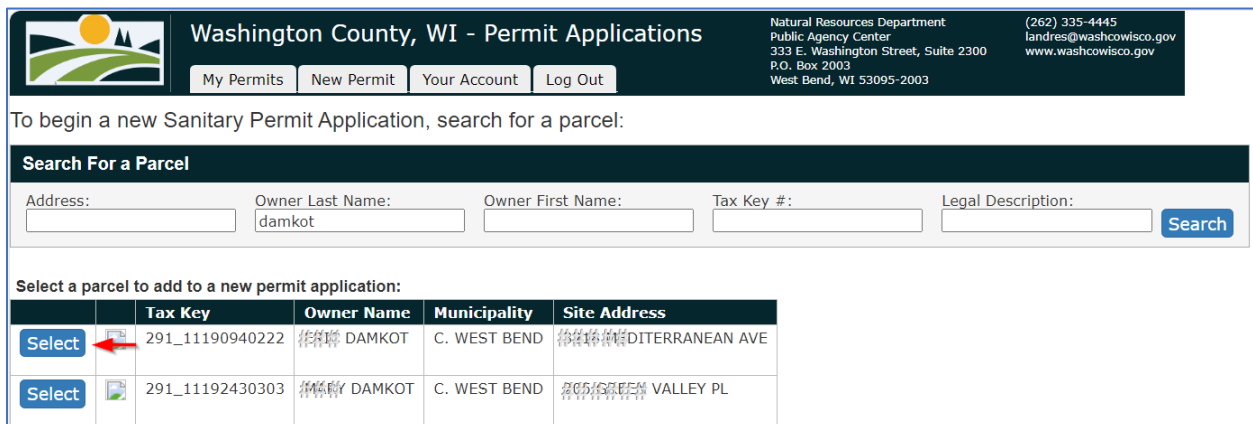
Sanitary

Erosion Control & Stormwater

Shoreland Zoning

Start permit application by locating parcel on a map

2. The first step in creating the permit application is to select the parcel. You can search our parcel database by any of the criteria provided on this page. In this example, I am searching by the owner's last name. The matching parcels appear, each with a **Select** button next to them. Pressing the appropriate **Select** button will add that parcel to the permit application and take you to the main application form.



Washington County, WI - Permit Applications

My Permits New Permit Your Account Log Out

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Public Agency Center  
333 E. Washington Street, Suite 2300  
P.O. Box 2003  
West Bend, WI 53095-2003  
(262) 335-4445  
landres@washcowisconsin.gov  
www.washcowisconsin.gov

To begin a new Sanitary Permit Application, search for a parcel:

**Search For a Parcel**

Address: Owner Last Name: damkot Owner First Name: Tax Key #: Legal Description: Search


Select a parcel to add to a new permit application:

Select	Tax Key	Owner Name	Municipality	Site Address
Select	291_11190940222	DAMKOT	C. WEST BEND	2011 W. MEDITERRANEAN AVE
Select	291_11192430303	DAMKOT	C. WEST BEND	2011 W. VALLEY PL




## Washington County POWTS Permitting Application

3. This is the main permit application form, very similar to the State POWTS Application. Scroll down to complete all the applicable information on the application. The bottom right of this form has a check box you can select if you are requesting County Plan Review. When complete click [Save Changes](#) button at the bottom of the page.


		Washington County, WI - Permit Applications		Natural Resources Department Public Agency Center 333 E. Washington Street, Suite 2300 P.O. Box 2003 West Bend, WI 53095-2003		(262) 335-4445 landres@washcowisconsin.gov www.washcowisconsin.gov													
My Permits		New Permit		Your Account		Log Out													
Permit Application # 410		Parcel		Permit Application		Attachments		Fees		Signature		Submit Application		Payment		Amount Due: \$0.00			
<b>Permit Application</b>		<b>APPLICANT: (If not the owner)</b>														<b>Site Address</b>		<b>Parcel #</b>	
County: WASHINGTON		Name: ERIC DANKET		Addr #1: 1333 WEST WASHINGTON AVE		Addr #2:		City: WEST BEND		State: WI		Zip: 53090		Phone:		Municipality: C. WEST BEND		Quarter: SE	
Permit Type: Sanitary		Addr #1:		Addr #2:		City:		State:		Zip:		Phone:		Municipality:		Subdivision: Villa Park Addition No. 1		Qtr-Qtr:	
Permit #: Not yet assigned		City:		State:		Zip:		Phone:		Municipality:		Subdivision:		Block: 6		Section: 9		Town: 11 N	
Application #: 410		City:		State:		Zip:		Phone:		Municipality:		Subdivision:		Lot: 3		Range: 19 E		CSM #:	
Status: Draft		City:		State:		Zip:		Phone:		Municipality:		Subdivision:		CSM #:		CSM #:		CSM #:	
Created: 2024-01-17		City:		State:		Zip:		Phone:		Municipality:		Subdivision:		CSM #:		CSM #:		CSM #:	
<b>II. Type of Building</b>																			
Type: <input type="text"/> Describe Use: <input type="text"/>																			
<b>III. Type of POWTS Permit:</b> (Check either "New" or "Replacement" and other applicable on line A. Check one box on line B. Complete line C if applicable.)																			
<b>A</b> <input checked="" type="radio"/> New System <input type="radio"/> Replacement System <input type="radio"/> Other Modification to Existing System <input type="checkbox"/> Additional Pretreatment Unit																			
<b>B</b> <input type="radio"/> Holding Tank <input type="radio"/> In-Ground (conventional) <input type="radio"/> In-Ground (pressure) <input type="radio"/> At-Grade <input type="radio"/> Mound <input type="checkbox"/> Individual Site Design <input type="radio"/> Other Type																			
<b>C</b> <input type="checkbox"/> Renewal Before Expiration <input type="checkbox"/> Revision <input type="checkbox"/> Change of Plumber <input type="checkbox"/> Transfer to New Owner																			
List Previous Permit Number and Date Issued Permit #: <input type="text"/> Date: <input type="text"/>																			

4. When you press the [Save Changes](#) button on the application form above, you will arrive at the [Attachments](#) page, where you can upload required documents and add any relevant notes.

		Washington County, WI - Permit Applications		Natural Resources Department Public Agency Center 333 E. Washington Street, Suite 2300 P.O. Box 2003 West Bend, WI 53095-2003		(262) 335-4445 landres@washcowisconsin.gov www.washcowisconsin.gov											
My Permits		New Permit		Your Account		Log Out											
Permit Application # 410		Parcel		Permit Application		Attachments		Fees		Signature		Submit Application		Payment		Amount Due: \$0.00	
<b>Permit Application</b>		<b>Applicant's Mailing Address</b>				<b>Parcel or Site Information</b>											
County: WASHINGTON		[Redacted]				[Redacted]											
Permit Type: Sanitary		[Redacted]				[Redacted]											
Permit #: Not Yet Assigned		[Redacted]				[Redacted]											
Application #: 410		[Redacted]				[Redacted]											
Status: Draft		[Redacted]				[Redacted]											
Created: 2024-01-17		[Redacted]				[Redacted]											
Date / Time		Doc		Created By		Note						<a href="#">Add Attachment or Note</a>					

## Washington County POWTS Permitting Application

5. Pressing the **Add Attachment or Note** button above will display this page that allows you to upload a file and also attach a note to it, if needed. Please select the appropriate **Document Type** when uploading files.

**Washington County, WI - Permit Applications**

Natural Resources Department  
Public Agency Center  
333 E. Washington Street, Suite 2300  
P.O. Box 2003  
West Bend, WI 53095-2003

My PermitsNew PermitYour AccountLog Out

Permit Application #: 410ParcelPermit ApplicationAttachmentsFeesSignatureSubmit ApplicationPayment


Permit Application	Applicant's Mailing Address	Parcel or Site Information
County: WASHINGTON Permit Type: Sanitary Permit #: <b>Not Yet Assigned</b> Application #: 410 Status: Draft Created: 2024-01-17		C. WEST BEND

File to Upload:  figure1.png  
Document Type:   
Note:  

This is a test note that goes along with the document that is being uploaded (figure1.png).

Update

6. After you upload a document, it will appear in the list, as highlighted in red outline below.


**Washington County, WI - Permit Applications**

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Public Agency Center  
333 E. Washington Street, Suite 2300  
P.O. Box 2003  
West Bend, WI 53095-2003

My PermitsNew PermitYour AccountLog Out

Permit Application #: 410ParcelPermit ApplicationAttachmentsFeesSignatureSubmit ApplicationPaymentAmount Due: \$0.00

Permit Application	Applicant's Mailing Address	Parcel or Site Information
County: WASHINGTON Permit Type: Sanitary Permit #: <b>Not Yet Assigned</b> Application #: 410 Status: Draft Created: 2024-01-17		C. WEST BEND

Date / Time	Doc	Created By	Note	Add Attachment or Note
2024-01-17 13:14:49		@gmail.com	<b>Document:</b> figure1.png <b>Document Type:</b> Soil Test This is a test note that goes along with the document that is being uploaded (figure1.png).	

## Washington County POWTS Permitting Application

- Go to the **Fees** tab to select the fees that are appropriate for your application. Don't forget to scroll to the bottom of the **Fees** page to press the **Save Changes** button.

### Washington County, WI - Permit Applications

My Permits
New Permit
Your Account
Log Out

Natural Resources  
 Public Agency Center  
 333 E. Washington  
 P.O. Box 2003  
 West Bend, WI 53090

**Permit Application #:** 410
Parcel
Permit Application
Attachments
**Fees**
Signature
Submit Application

Permit Application	Applicant's Mailing Address	Parcel or Site Information
<b>County:</b> WASHINGTON <b>Permit Type:</b> Sanitary <b>Permit #:</b> Not Yet Assigned <b>Application #:</b> 410 <b>Status:</b> Draft <b>Created:</b> 2024-01-17		C. WEST BEND

Fee Description	County Amount	State Amount	Total Amount	Amount
<input checked="" type="checkbox"/> Aerobic Treatment Unit	50.00		50.00	50.00
<input type="checkbox"/> Aerobic Treatment Unit (if adding to existing tank)	50.00	100.00	150.00	
<input type="checkbox"/> Sewage Disposal Cell Replacement, Addition and Repairs	300.00	100.00	400.00	
<input checked="" type="checkbox"/> Septic Tank Cell Replacement	300.00	100.00	400.00	400.00
<input type="checkbox"/> Sub-Surface System (Non-Pressurized In-Ground)	400.00	100.00	500.00	
<input type="checkbox"/> Sub-Surface System with Lift (Non-Pressurized In-Ground - Dosing Chamber)	400.00	100.00	500.00	

- After you press the **Save Changes** button on the **Fees** page, the selected fees will be displayed, as shown here.

### Washington County, WI - Permit Applications

My Permits
New Permit
Your Account
Log Out

Natural Resources  
 Public Agency Center  
 333 E. Washington  
 P.O. Box 2003  
 West Bend, WI 53090

**Permit Application #:** 410
Parcel
Permit Application
Attachments
**Fees**
Signature
Submit Application

Permit Application	Applicant's Mailing Address	Parcel or Site Information
<b>County:</b> WASHINGTON <b>Permit Type:</b> Sanitary <b>Permit #:</b> Not Yet Assigned <b>Application #:</b> 410 <b>Status:</b> Draft <b>Created:</b> 2024-01-17		C. WEST BEND

**Permit Fees Have Been Updated:**

Fees			
Fee Description	County Amount	State Amount	Total Amount
Aerobic Treatment Unit	50.00		50.00
Septic Tank Cell Replacement	300.00	100.00	400.00
<b>TOTAL</b>			<b>450.00</b>



## Washington County POWTS Permitting Application

9. Next, go to the **Signature** tab to sign your name. Use the mouse or a stylus to draw your signature and then press the **Save** button.


The screenshot shows the 'Washington County, WI - Permit Applications' web interface. The top navigation bar includes 'My Permits', 'New Permit', 'Your Account', and 'Log Out'. The main content area is divided into three tabs: 'Permit Application', 'Applicant's Mailing Address', and 'Parcel or Site Information'. The 'Permit Application' tab is active, displaying details for application #410, including County (WASHINGTON), Permit Type (Sanitary), Permit # (Not Yet Assigned), Application # (410), Status (Draft), and Created date (2024-01-17). The 'Applicant's Mailing Address' and 'Parcel or Site Information' tabs are also visible. Below the application details, there is a section for 'Applicant Signature' with a 'Sign below' instruction. A large text box contains a handwritten signature 'DMB'. To the right of the signature box are 'Clear' and 'Save' buttons. Below the signature box is an 'Undo last stroke' button.

10. To send your permit application to Washington County staff for review, use the **Submit Application** tab. Once you do so, you can no longer make changes to the application form, although you may continue to use the **Attachments** tab to upload more documents or add notes.

The screenshot shows the 'Washington County, WI - Permit Applications' web interface with the 'Submit Application' tab selected. The top navigation bar and application details remain the same. The 'Submit Application' tab displays a confirmation message: 'Are you sure that you want to submit this permit application?'. Below this message is a checkbox labeled 'I, the undersigned, assume responsibility for installation of the POWTS shown on the attached plans.', which is checked. A handwritten signature 'DMB' is visible. Below the signature are two buttons: 'Yes - Submit this application' and 'No - Do not submit this application yet'. Below these buttons, it states 'The following documents have been attached to this permit application:' followed by a list containing 'figure1.png'. At the bottom, a red warning box states: 'WARNING - the site plan has not yet been attached to this permit application.'

## Washington County POWTS Permitting Application

11. Once your permit application has been submitted, you will arrive at the [Payment](#) tab. This page has instructions on the various ways that you can pay the permit fees. Notice that there is a green button that will allow you to pay via credit card, if desired.

**Washington County, WI - Permit Applications**

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Public Agency Center  
333 E. Washington Street, Suite 2300  
P.O. Box 2003  
West Bend, WI 53095-2003  
(262) 335-4445  
www.washingtoncountywi.gov

My PermitsNew PermitYour AccountLog Out

**Permit Application #:** 410ParcelPermit ApplicationAttachmentsFeesSignature**Payment**Amount Due: \$450.00

Permit Application		Applicant's Mailing Address	Parcel or Site Information
County:	WASHINGTON		
Permit Type:	Sanitary		
Permit #:	Not Yet Assigned		
Application #:	410		C. WEST BEND
Status:	Confirm Fee & Plans		
Created:	2024-01-17		

Permit Fees	
Fee Type	Fee Amount
Aerobic Treatment Unit	50.00
Septic Tank Cell Replacement	400.00
<b>Total Fees</b>	<b>450.00</b>

Previous Payments / Receipts			
Date	Type	Ref #	Paid Amount
<b>Total Paid</b>			<b>0.00</b>
<b>Total Amount Due</b>			<b>450.00</b>

**Making Payment**

Permit application #410 has been submitted and is waiting for Washington County staff to verify the fees and plans.

Do you want to make payment of **\$450.00** now by credit card?

**Pay Permit Fees Via Credit Card**

If you are unsure of fee amount, or want to pay another way, you will be invoiced later via email.

Payment can be made in any of the following ways:

- Stop in at our office to make a payment, please bring a copy of this email for reference.
- Mail a check to the address shown below and reference Application # 410.  
Public Agency Center  
333 E. Washington Street, Suite 2300  
P.O. Box 2003  
West Bend, WI 53095-2003
- Call (262) 335-4445 to make a credit card payment, please have Application # 410.
- Use the green button to pay by credit card.

12. If you do press the green [Pay Permit Fees Via Credit Card](#) button, a new browser tab will be opened, and you will be redirected to our 3<sup>rd</sup> party credit card payment processor. Notice that this page will display the individual fee(s) associated with your application, as well as your contact information.

Step 1: Select Payments
Step 2: Review and Submit
Step 3: Confirmation and Receipt

## Step 1: Select Payments

Please complete the form below. When finished, click the Continue button and you will be asked to review the information for accuracy before your payment is processed.  
Note: \* indicates a required field.

### My Bills

Description
+ Sanitation payment of \$50.00 on Account App # 410~Aerobic Treatment Unit~ATU (24-25)~28020500-371006~county
+ Sanitation payment of \$300.00 on Account App # 410~Septic Tank Cell Replacem~CELL_REPLC (24-25)~28020500-371006~county
+ Sanitation payment of \$100.00 on Account App # 410~Septic Tank Cell Replacem~CELL_REPLC (24-25)~28020600-213022~state

### Cardholder Information

First Name:  Last Name:





Address Line 1:  Address Line 2:

City:  State:  Zip Code:

Phone Number:  Email Address:

### Payment Information

Payment Method: \*

Card Number: \*    

Expiration Date: \* (in mm/yy format)

CVV: \*  
 Where is this number?

Cancel
Continue