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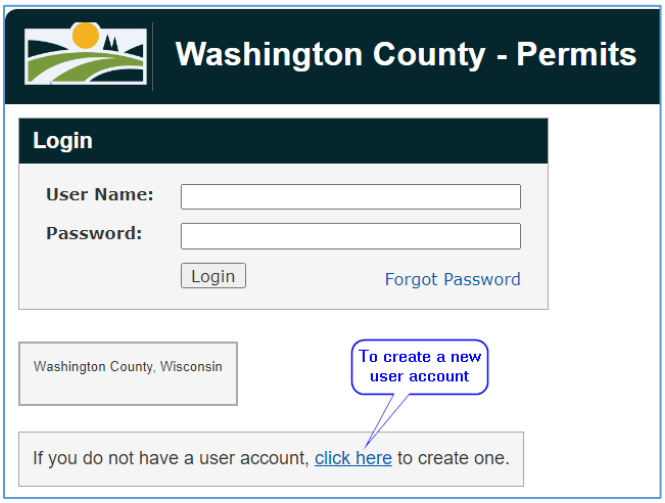
Permitting Application Website: https://permitapp.washcowisco.gov/

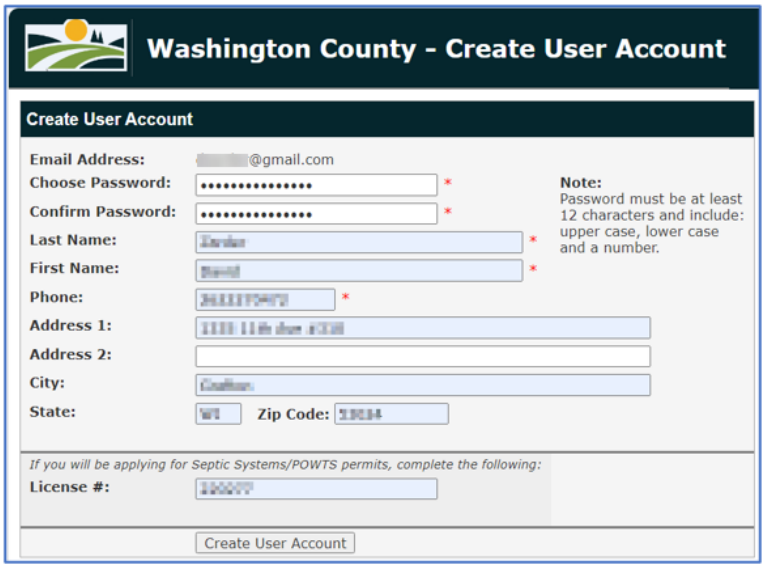
Creating an Account

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.



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

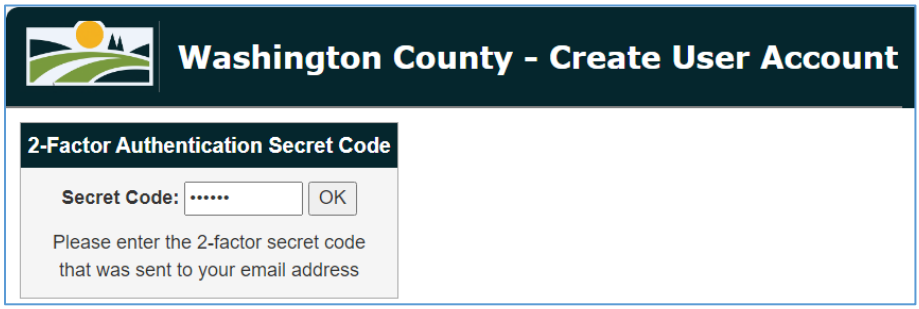
3. Fill in the required fields for the new user account. If you will be creating POWTS permit applications, you must specify your license # at the bottom of the page. If you are not, leave blank.



4. 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.

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 WHITE-LIST emails click here or go to this website: https://clean.email/blog/email-security/how-to-whitelist-an-email

5. 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:

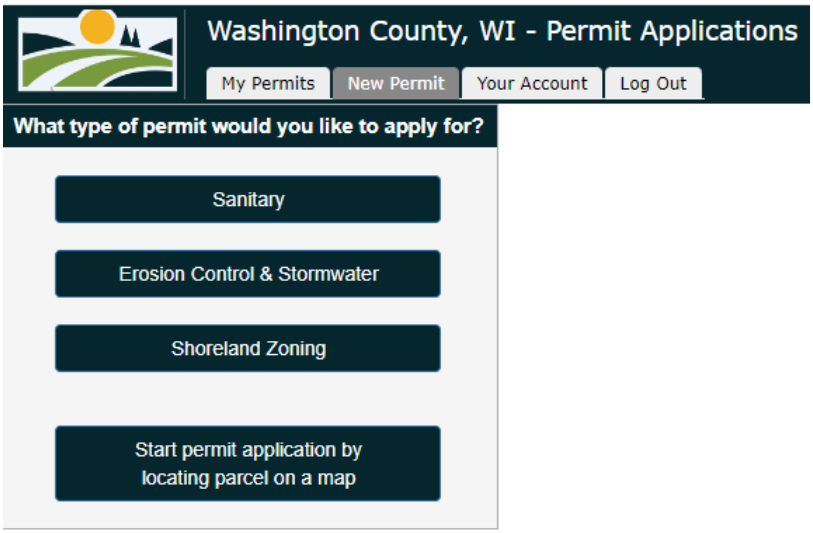


6. You should now be logged onto our site and see the main page *(i.e. the **My Permits** tab)*, which would list any of your previously entered permit applications. If this is your first time logging in, this list will be empty.

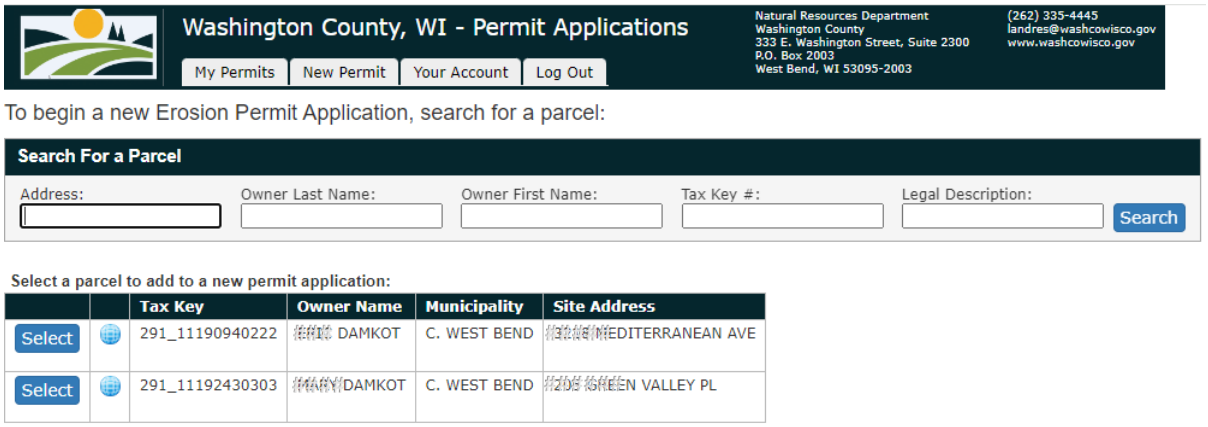
7. The "Your Account" tab is where you can update your address, phone number, email, etc…

Applying for a New EC Permit

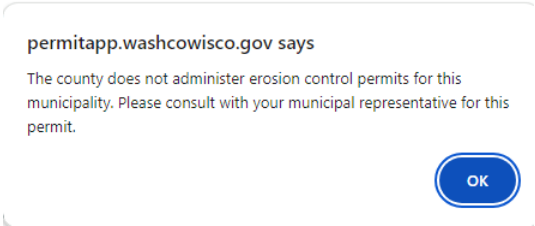
1. To create a new EC permit application, go to the **New Permit** tab and press the **Erosion Control & Stormwater** button.



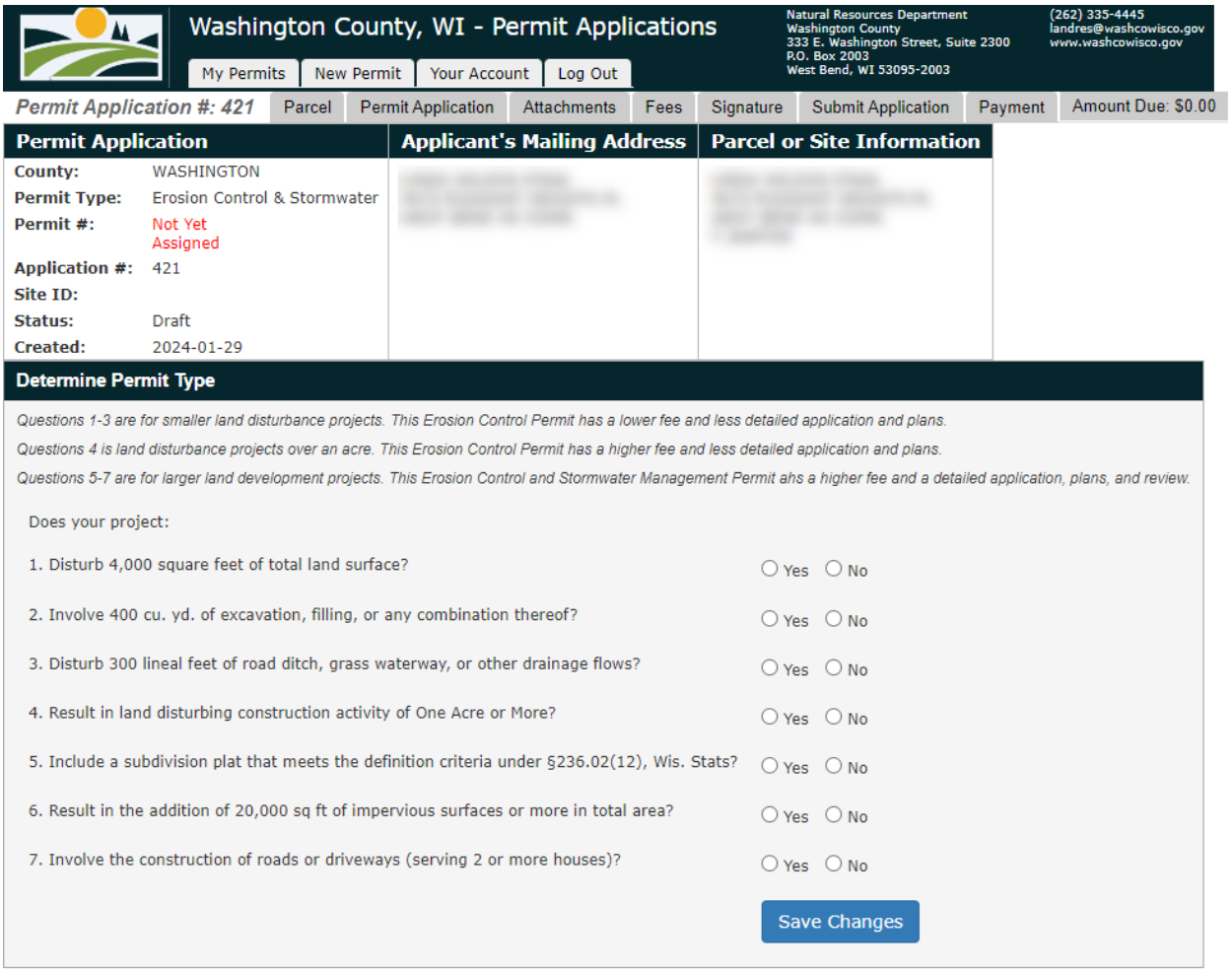
2. The first step in creating the permit application is to select the parcel. You can search our parcel database by any of the criteria provided on this page. In this example, I am searching by the owner's last name. The matching parcels appear, each with a **Select** button next to them. Pressing the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



If you select a parcel at a location where Washington County does not administer erosion control permits, a pop-up will appear. Click OK and contact your municipality for an ECSM permit.



3. This is the main permit application form. Answer the 7 questions on this page, then scroll down to find the **Save Changes** button at the bottom of the page.



Washington County, WI - Permit Applications

My Permits | New Permit | Your Account | Log Out

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

(262) 335-4445
landres@washcowisco.gov
www.washcowisco.gov

Permit Application #: 421 | Parcel | Permit Application | Attachments | Fees | Signature | Submit Application | Payment | Amount Due: $0.00

Permit Application		Applicant's Mailing Address	Parcel or Site Information
County:	WASHINGTON		
Permit Type:	Erosion Control & Stormwater		
Permit #:	Not Yet Assigned		
Application #:	421		
Site ID:			
Status:	Draft		
Created:	2024-01-29		

Determine Permit Type

Questions 1-3 are for smaller land disturbance projects. This Erosion Control Permit has a lower fee and less detailed application and plans.

Questions 4 is land disturbance projects over an acre. This Erosion Control Permit has a higher fee and less detailed application and plans.

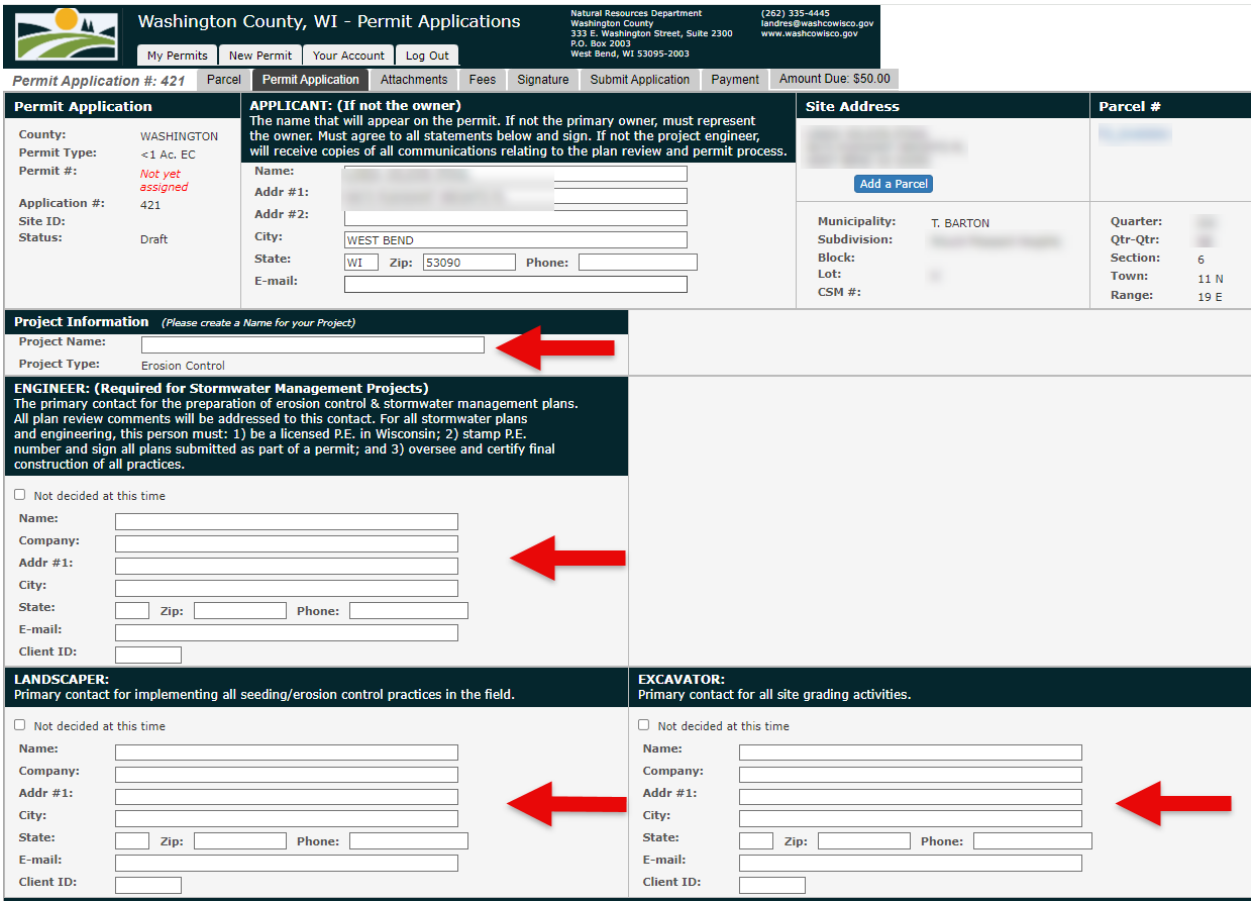
Questions 5-7 are for larger land development projects. This Erosion Control and Stormwater Management Permit ahs a higher fee and a detailed application, plans, and review.

Does your project:

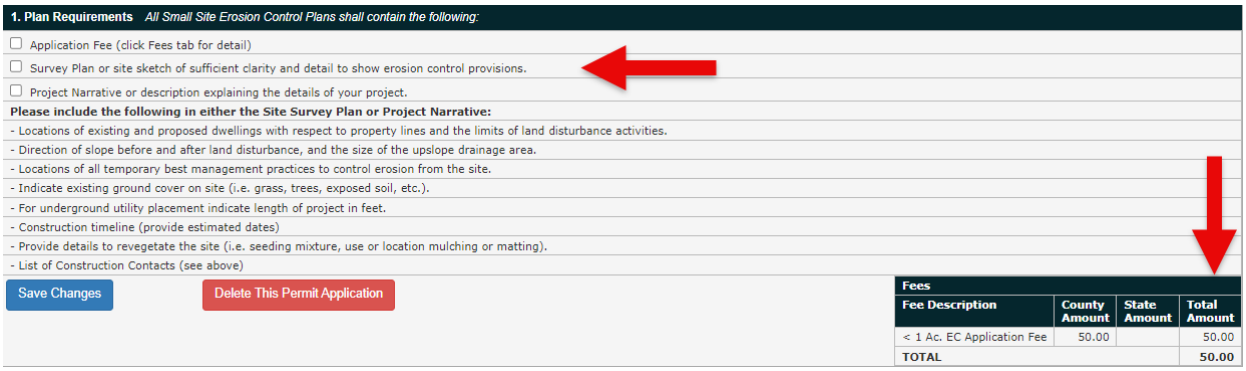
1. Disturb 4,000 square feet of total land surface? ○ Yes ○ No
2. Involve 400 cu. yd. of excavation, filling, or any combination thereof? ○ Yes ○ No
3. Disturb 300 lineal feet of road ditch, grass waterway, or other drainage flows? ○ Yes ○ No
4. Result in land disturbing construction activity of One Acre or More? ○ Yes ○ No
5. Include a subdivision plat that meets the definition criteria under §236.02(12), Wis. Stats? ○ Yes ○ No
6. Result in the addition of 20,000 sq ft of impervious surfaces or more in total area? ○ Yes ○ No
7. Involve the construction of roads or driveways (serving 2 or more houses)? ○ Yes ○ No

Save Changes

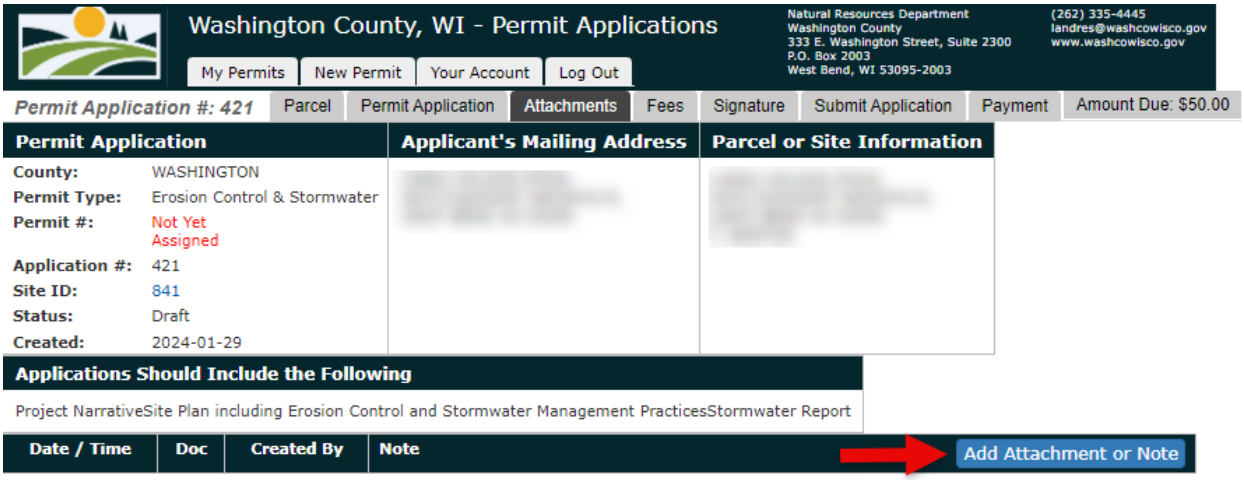
4. When you press the **Save Changes** button on the application form above, you will arrive at the Permit Application page. Fill out the name for your project and contact information for persons working on the project.



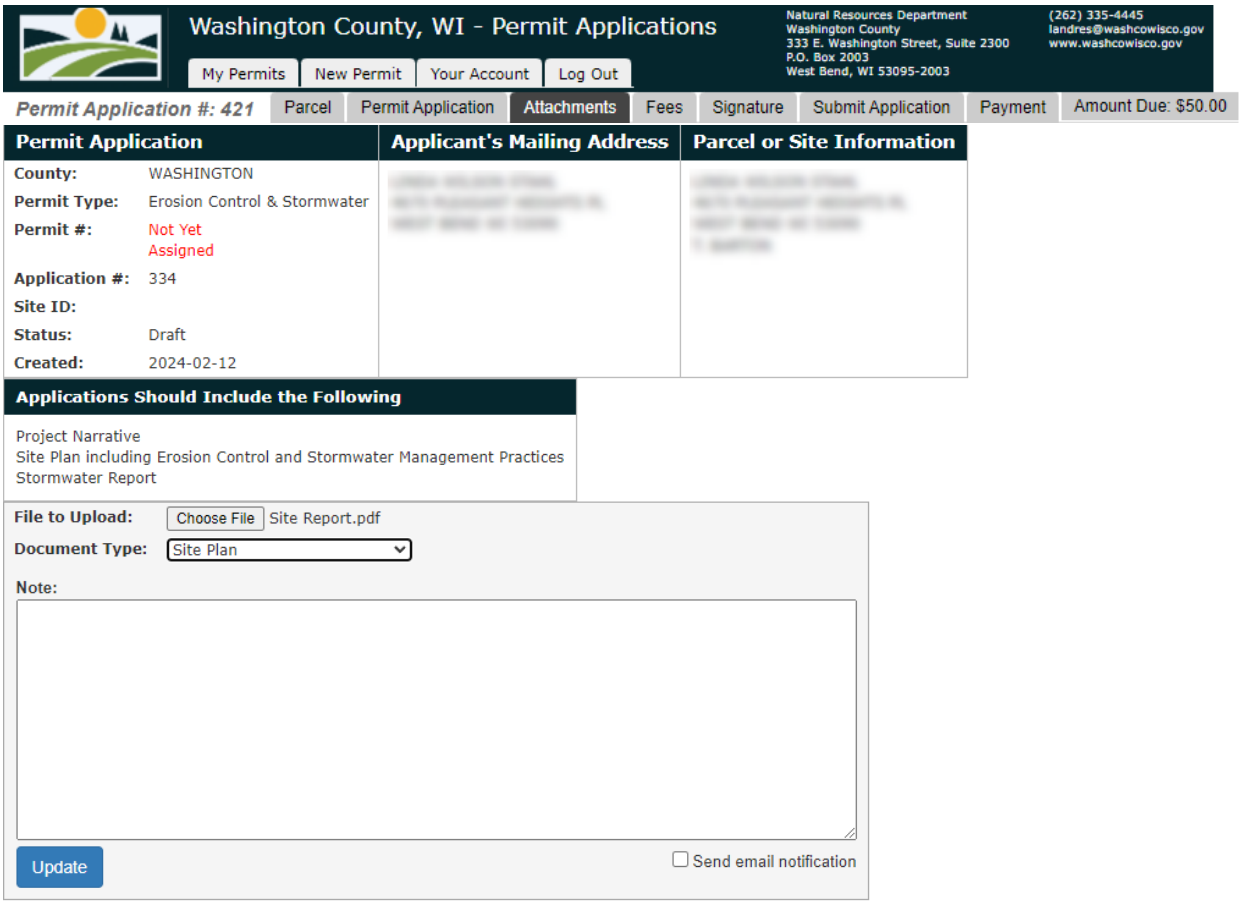
5. At the bottom of the page, there is a list of attachments you will need to submit. The permit fee is listed in the lower right hand corner. Click Save Changes.



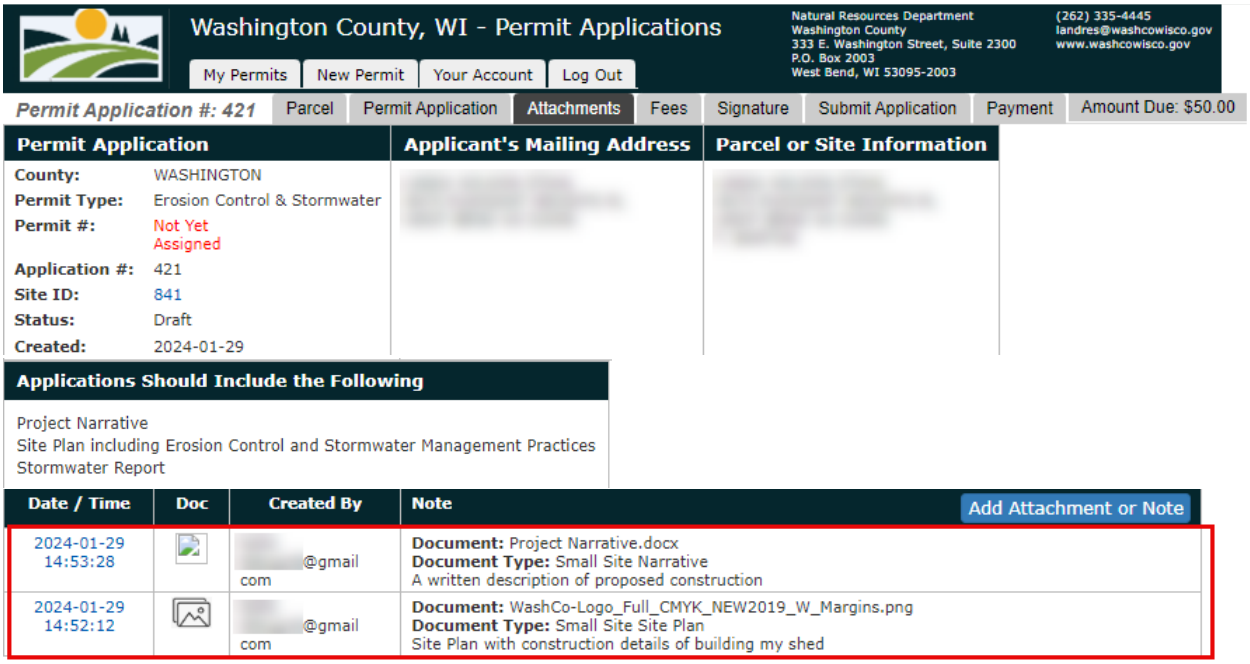
6. When you press the **Save Changes** button on the application form above, click on the **Attachments** tab, where you can upload required documents and add any relevant notes. Click on the blue **Add Attachment or Note** icon.



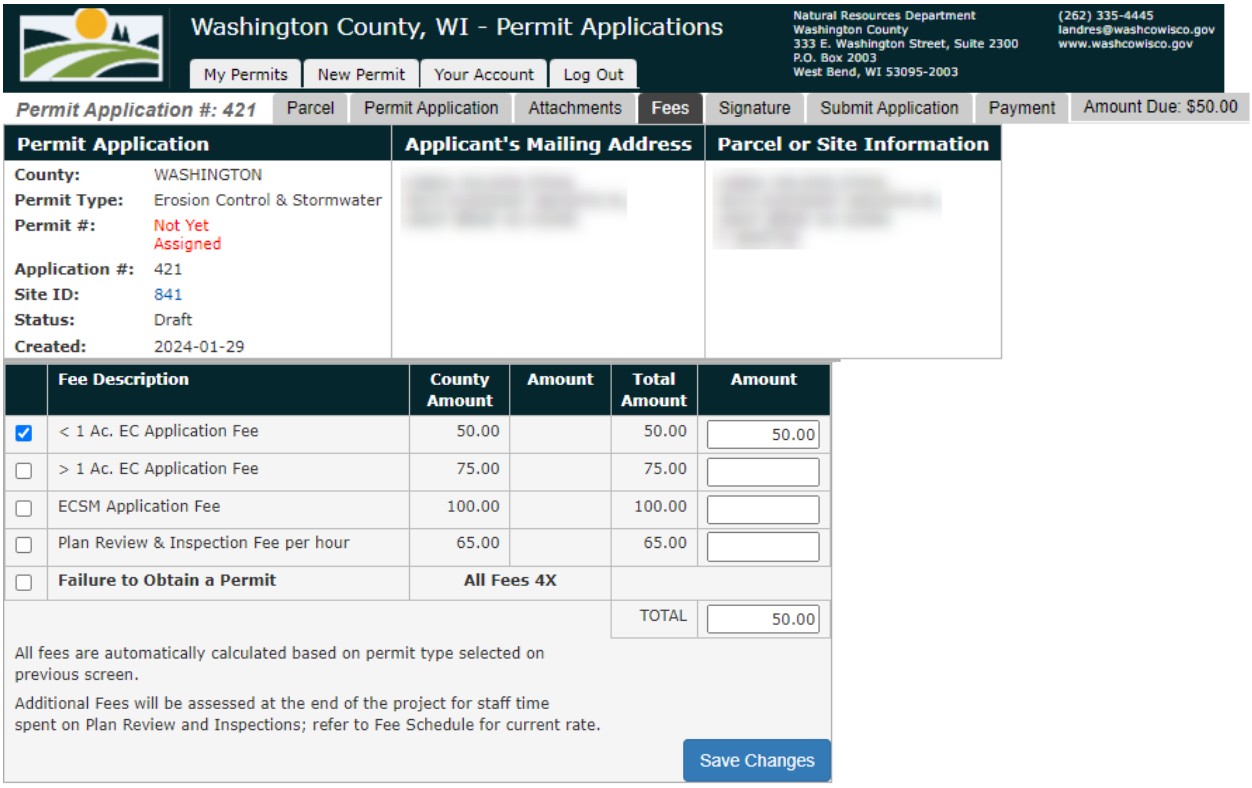
7. Pressing the **Add Attachment or Note** button above will display this page that allows you to upload a file and also attach a note to it, if needed. Please select the appropriate **Document Type** when uploading files.



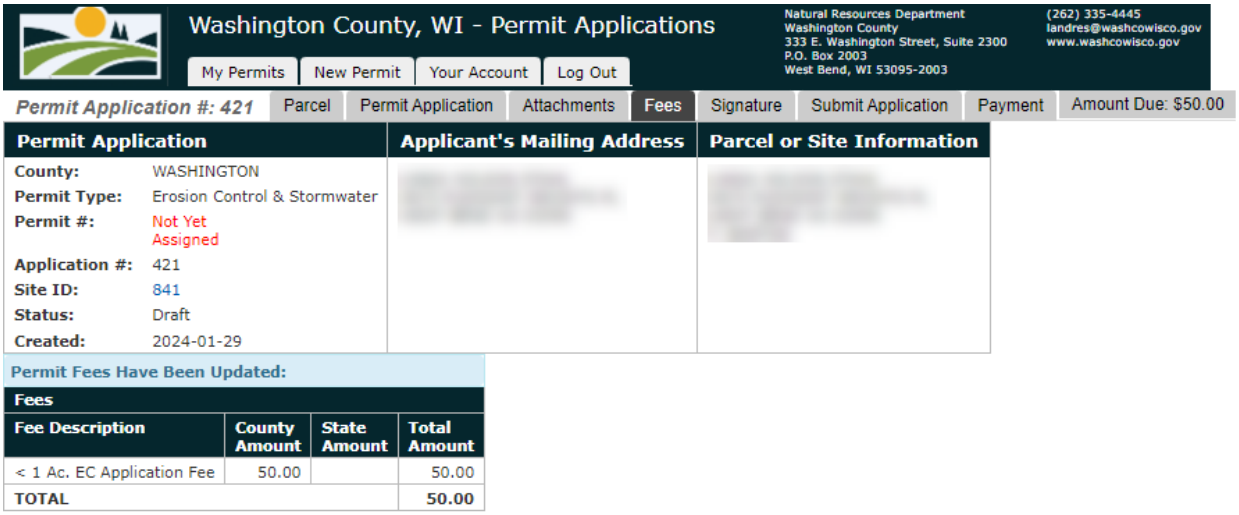
8. After you upload a document, it will appear in the list, as highlighted in red outline below.



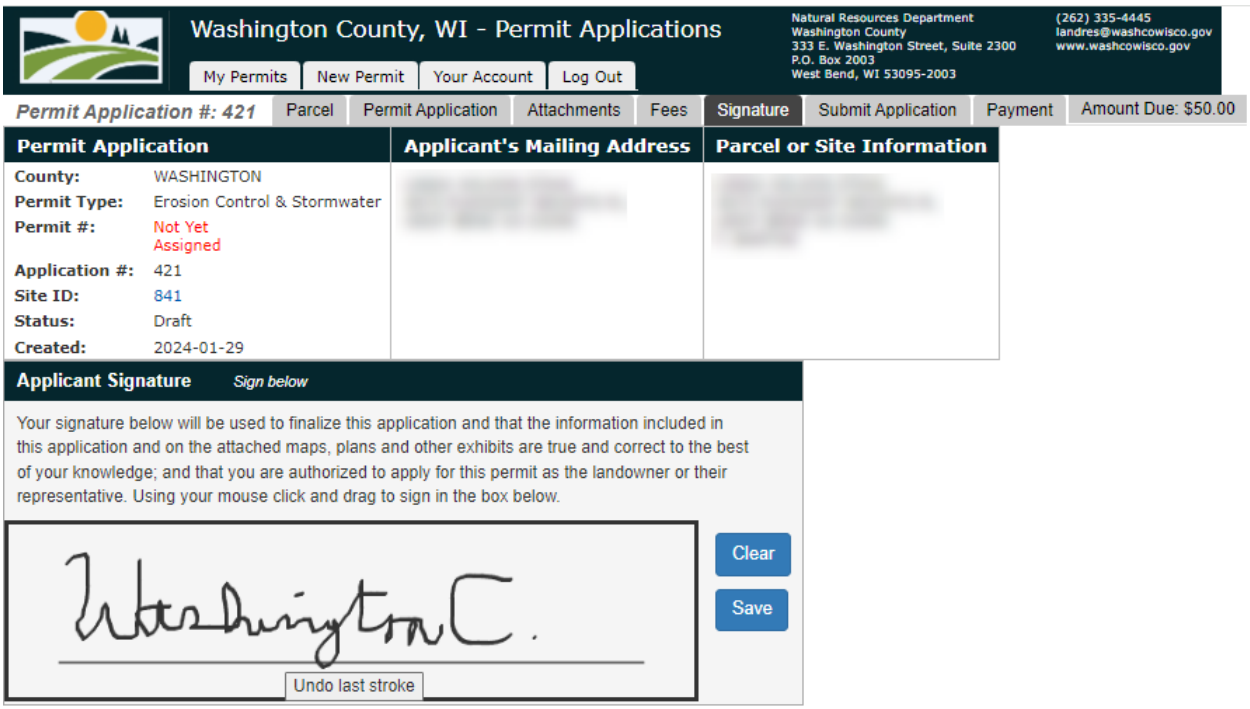
9. Go to the **Fees** tab to check the fees that are appropriate for your application. This will automatically populate but double-check this is the correct permit you want to apply for. Scroll to the bottom of the **Fees** page to press the **Save Changes** button.



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

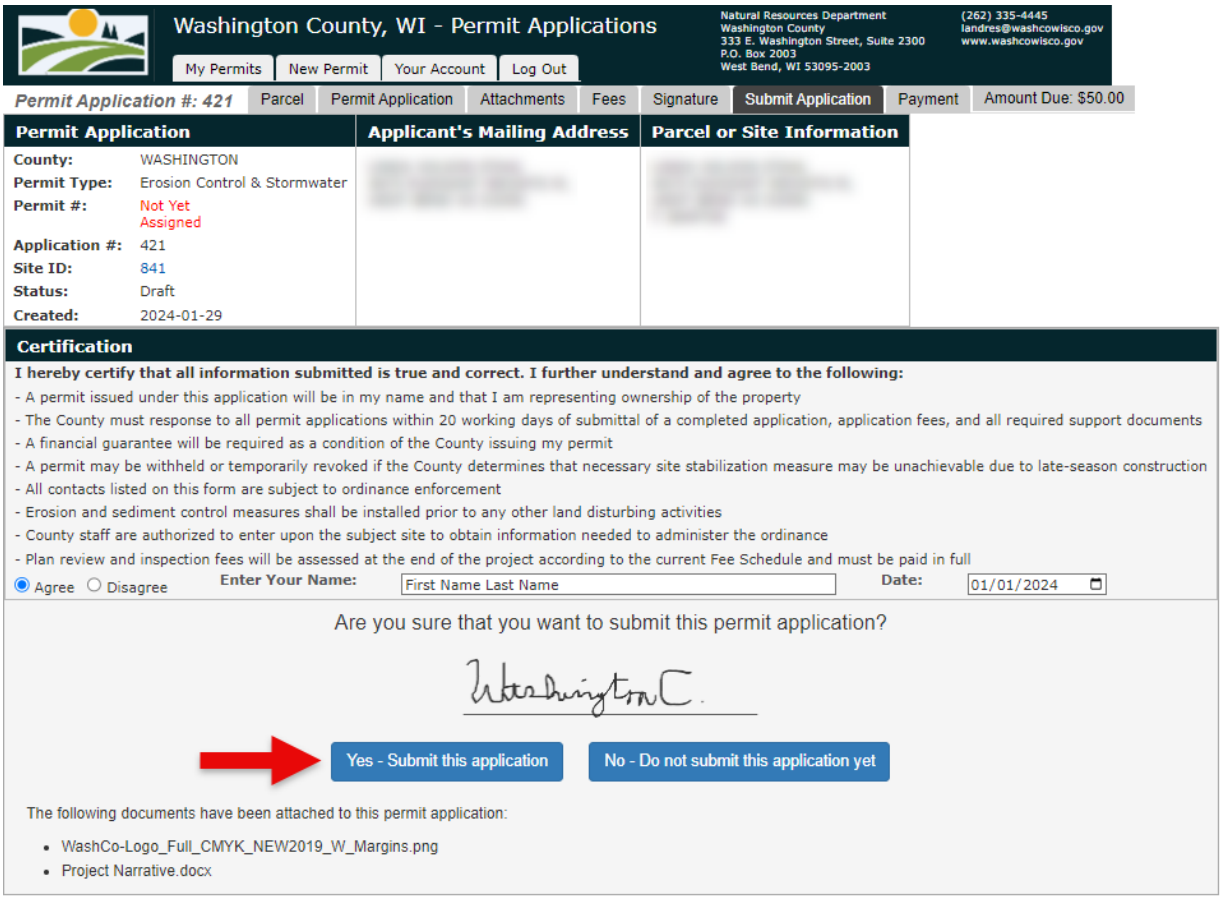


11. Next, go to the **Signature** tab to sign your name. Use the mouse or a stylus to draw your signature and then press the **Save** button.

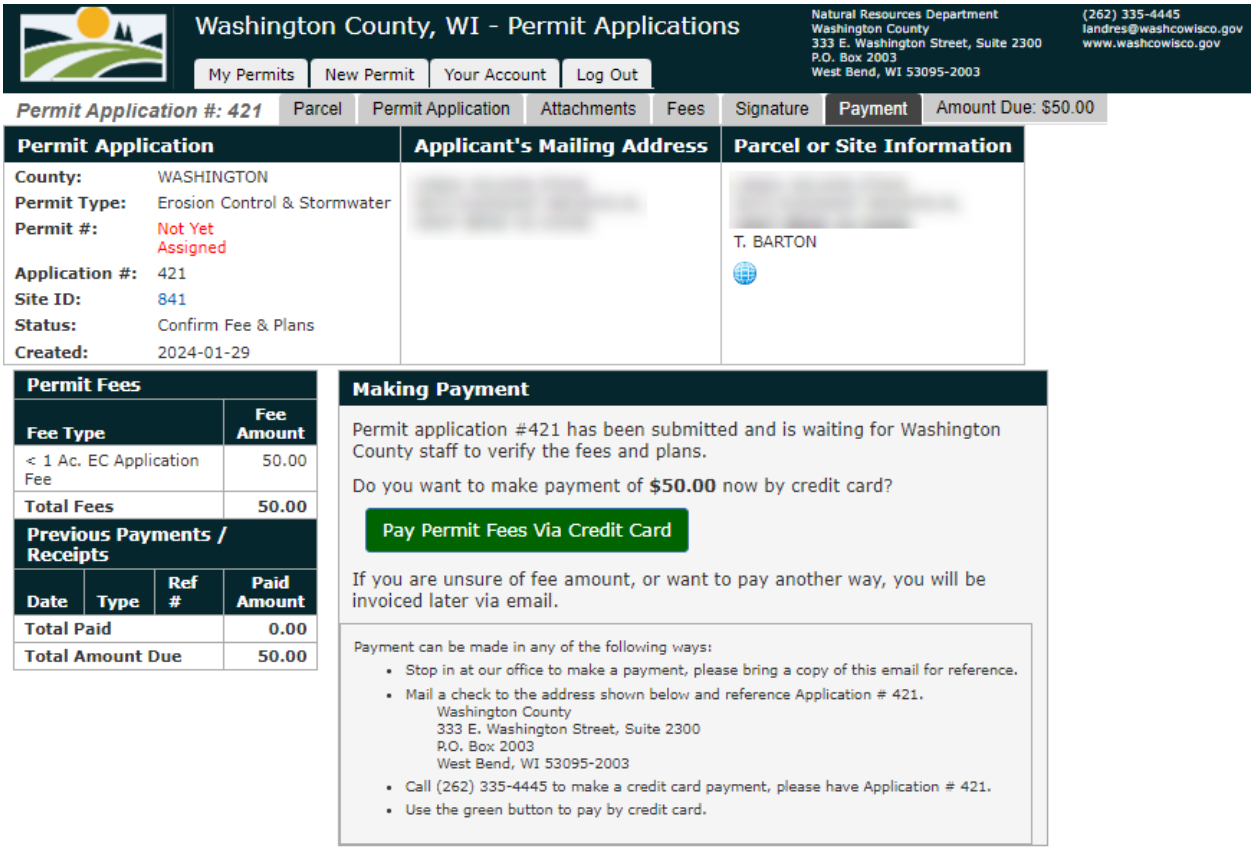


12. Select Agree, type in your name, and select the date. To send your permit application to Washington County staff for review, use the **Submit Application** tab.

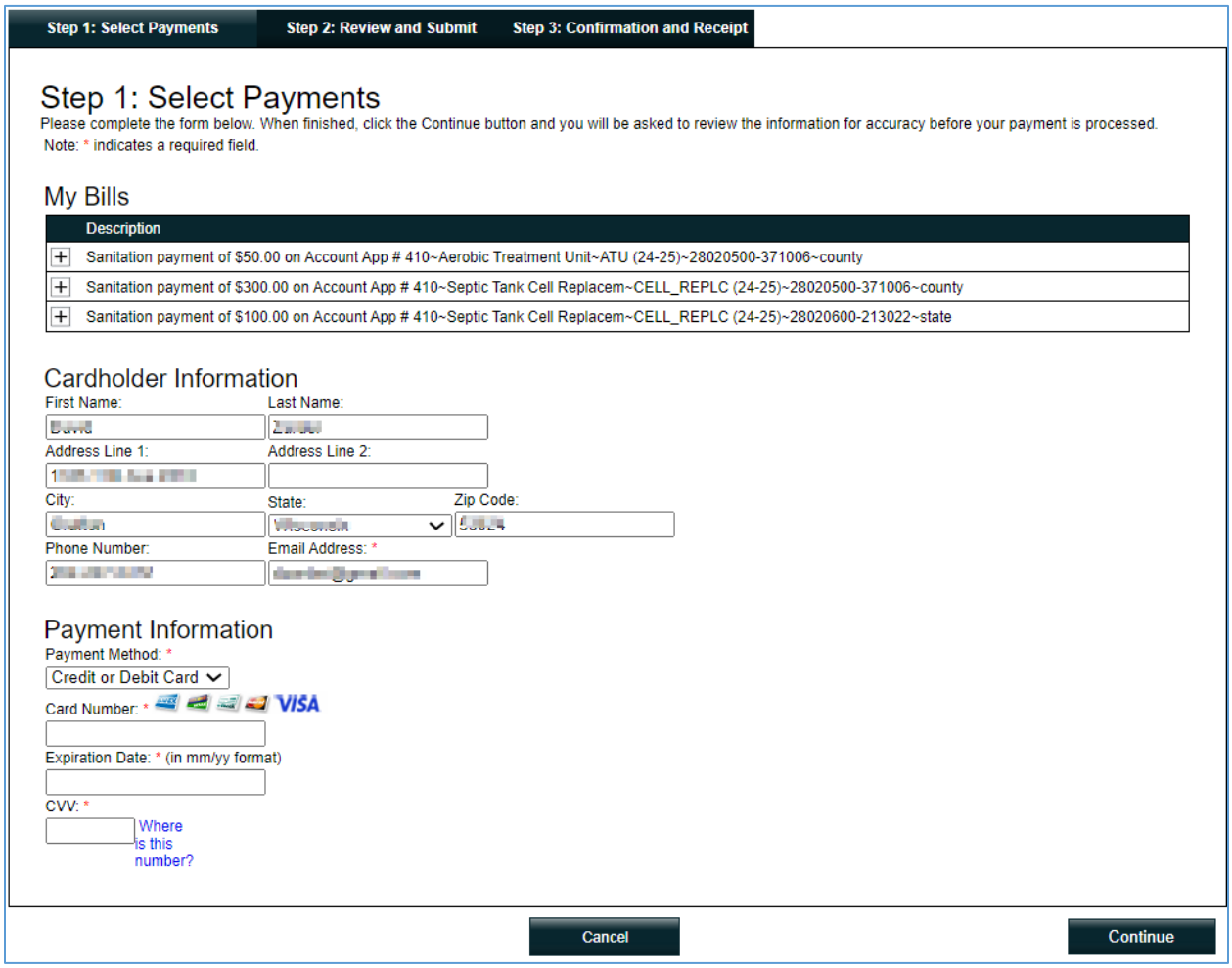
Important: Once you click submit, you can no longer make changes to the application form, although you may continue to use the **Attachments** tab to upload more documents or add notes.



13. 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.

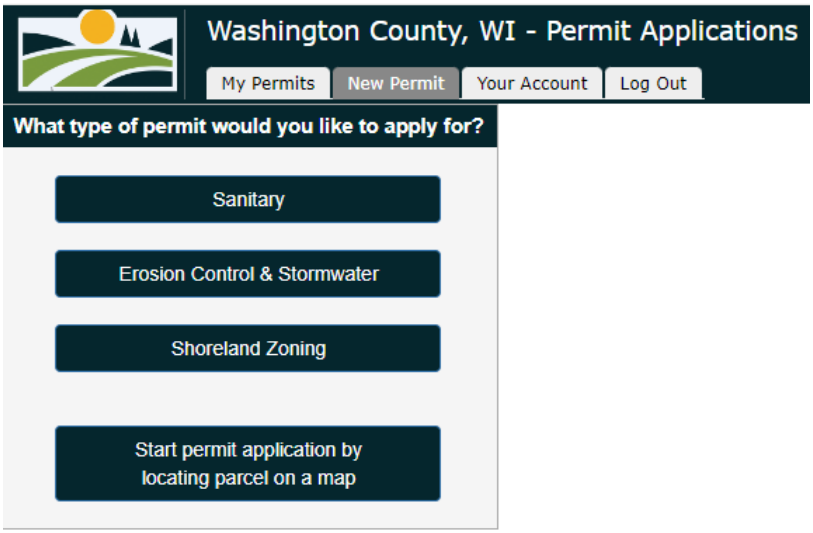


14. If you do press the green **Pay Permit Fees Via Credit Card** button, a new browser tab will be opened, and you will be redirected to our 3rd party credit card payment processor. Notice that this page will display the individual fee(s) associated with your application, as well as your contact information.

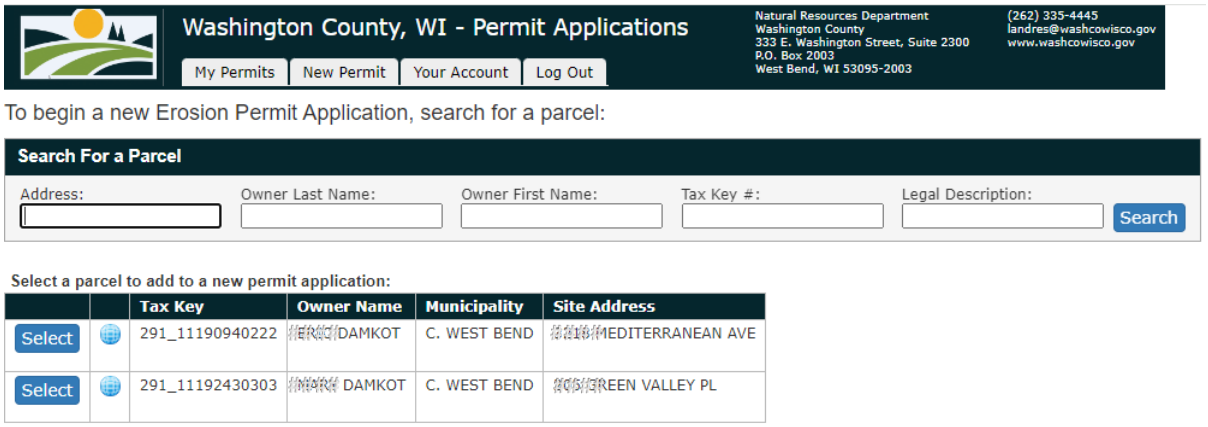


Applying for a New ECSM Permit

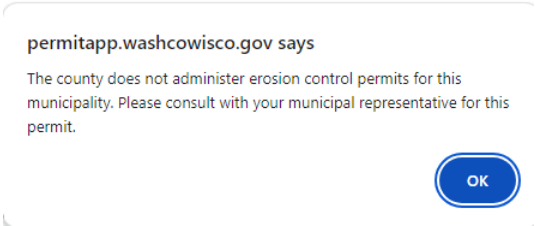
1. To create a new ECSM permit application, go to the **New Permit** tab and press the **Erosion Control & Stormwater** button.



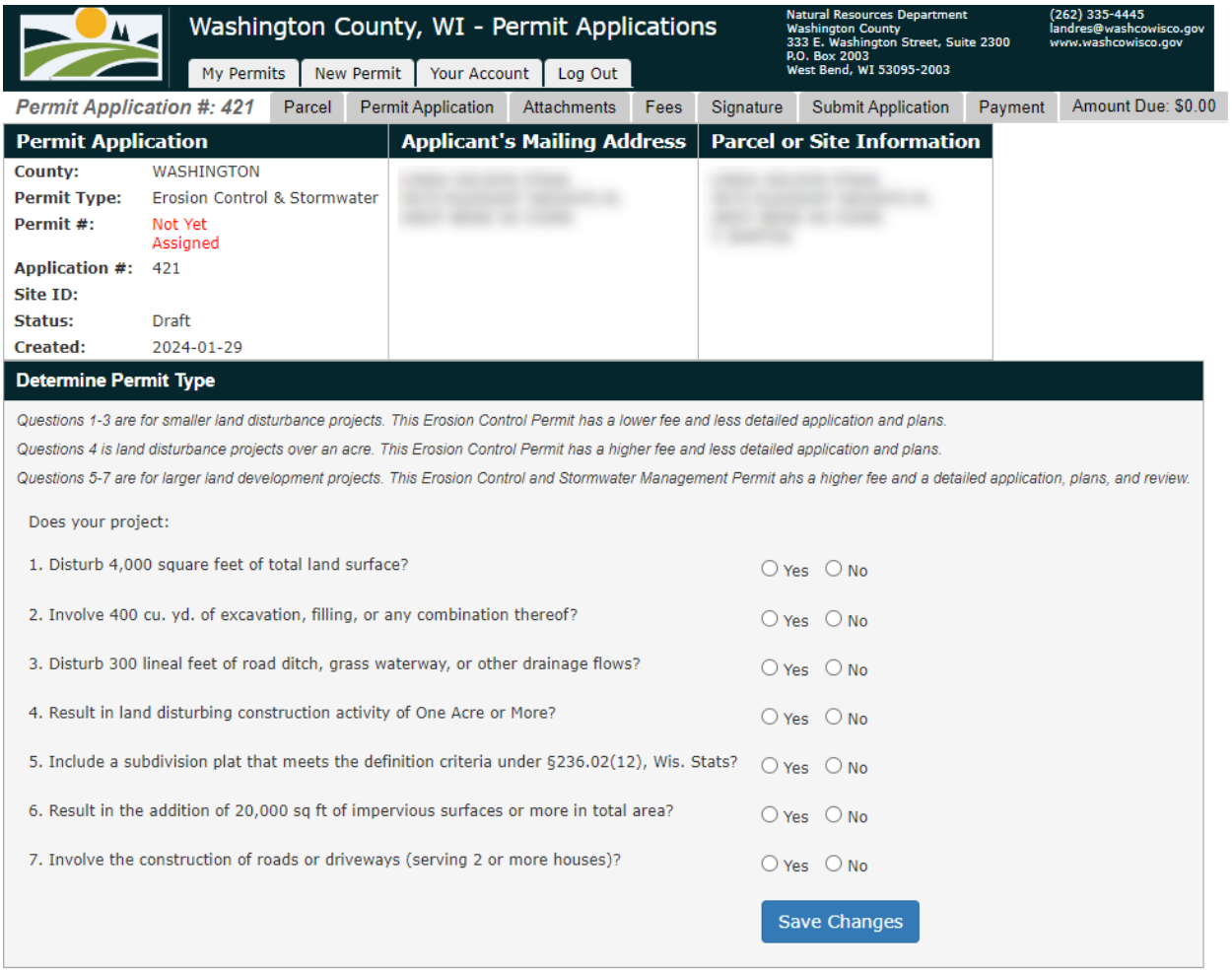
2. The first step in creating the permit application is to select the parcel. You can search our parcel database by any of the criteria provided on this page. In this example, I am searching by the owner's last name. The matching parcels appear, each with a **Select** button next to them. Pressing the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



If you select a parcel at a location where Washington County does not administer erosion control permits, a pop-up will appear. Click OK and contact your municipality for an ECSM permit.



3. This is the main permit application form. Answer the 7 questions on this page, then scroll down to find the **Save Changes** button at the bottom of the page.



Washington County, WI - Permit Applications

My Permits | New Permit | Your Account | Log Out

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

(262) 335-4445
landres@washcowisco.gov
www.washcowisco.gov

Permit Application #: 421 | Parcel | Permit Application | Attachments | Fees | Signature | Submit Application | Payment | Amount Due: $0.00

Permit Application		Applicant's Mailing Address	Parcel or Site Information
County:	WASHINGTON		
Permit Type:	Erosion Control & Stormwater		
Permit #:	Not Yet Assigned		
Application #:	421		
Site ID:			
Status:	Draft		
Created:	2024-01-29		

Determine Permit Type

Questions 1-3 are for smaller land disturbance projects. This Erosion Control Permit has a lower fee and less detailed application and plans.

Questions 4 is land disturbance projects over an acre. This Erosion Control Permit has a higher fee and less detailed application and plans.

Questions 5-7 are for larger land development projects. This Erosion Control and Stormwater Management Permit ahs a higher fee and a detailed application, plans, and review.

Does your project:

1. Disturb 4,000 square feet of total land surface? ○ Yes ○ No
2. Involve 400 cu. yd. of excavation, filling, or any combination thereof? ○ Yes ○ No
3. Disturb 300 lineal feet of road ditch, grass waterway, or other drainage flows? ○ Yes ○ No
4. Result in land disturbing construction activity of One Acre or More? ○ Yes ○ No
5. Include a subdivision plat that meets the definition criteria under §236.02(12), Wis. Stats? ○ Yes ○ No
6. Result in the addition of 20,000 sq ft of impervious surfaces or more in total area? ○ Yes ○ No
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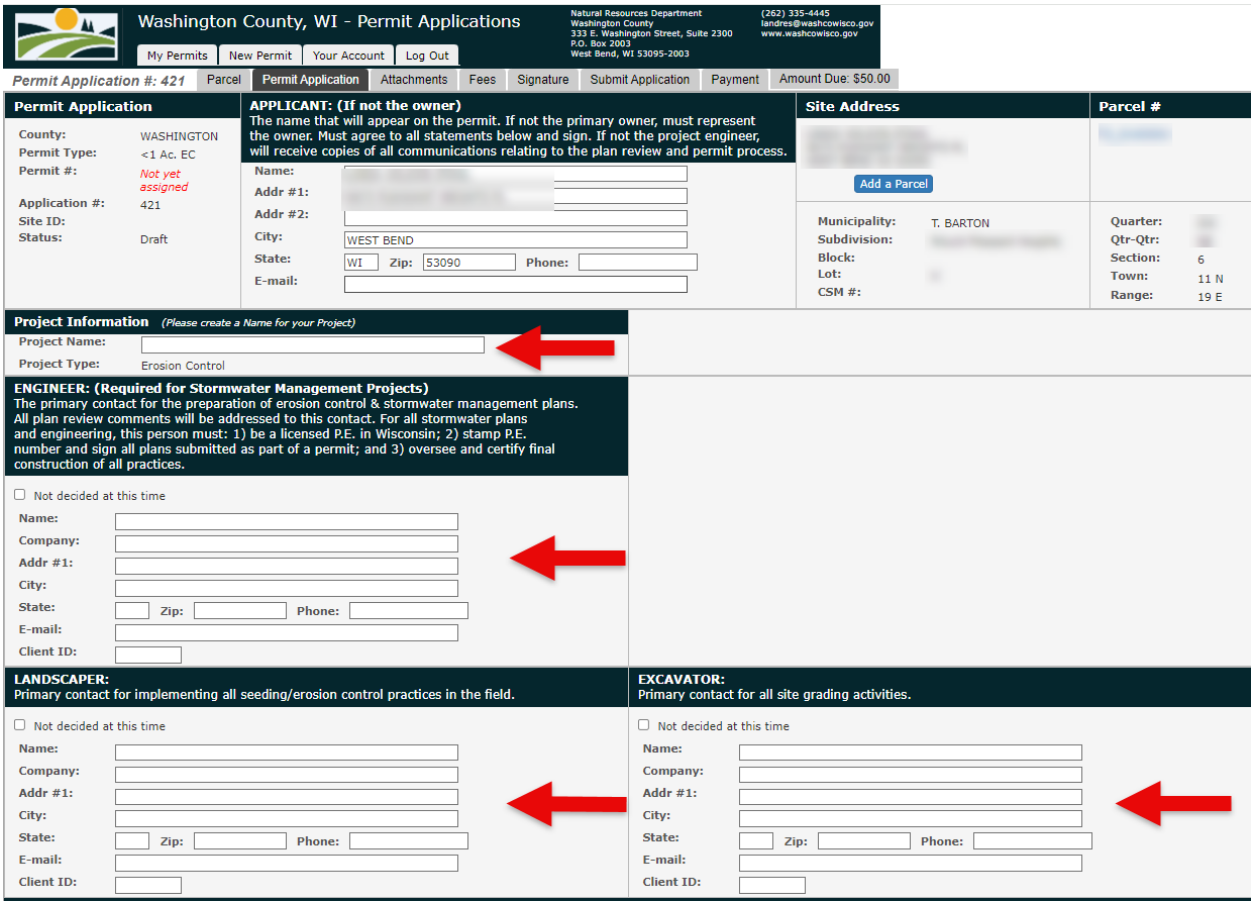
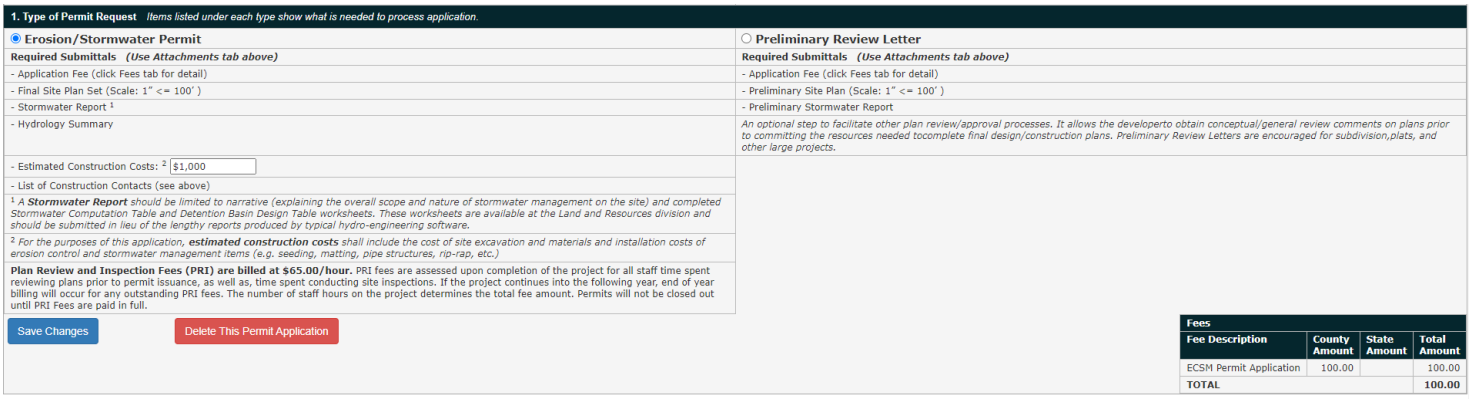
4. When you press the **Save Changes** button on the application form above, you will arrive at the Permit Application page. Fill out the name for your project and contact information for persons working on the project.



5. At the bottom of the page, select if you are requesting an ECSM permit or a Preliminary Review letter. There is a list of attachments you will need to submit. The permit fee is listed in the lower right hand corner. Click **Save Changes**.



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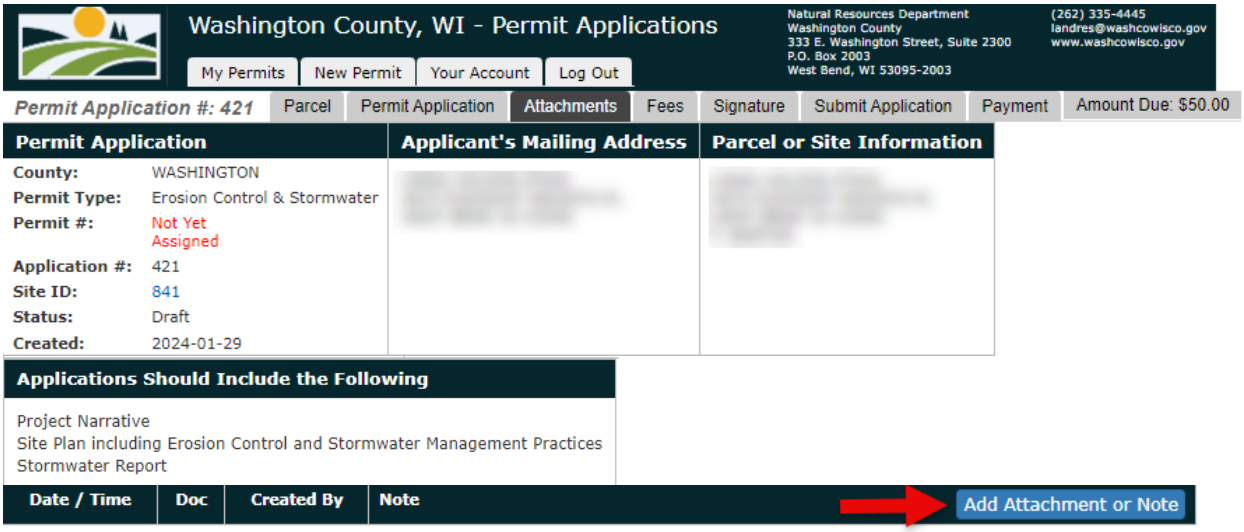

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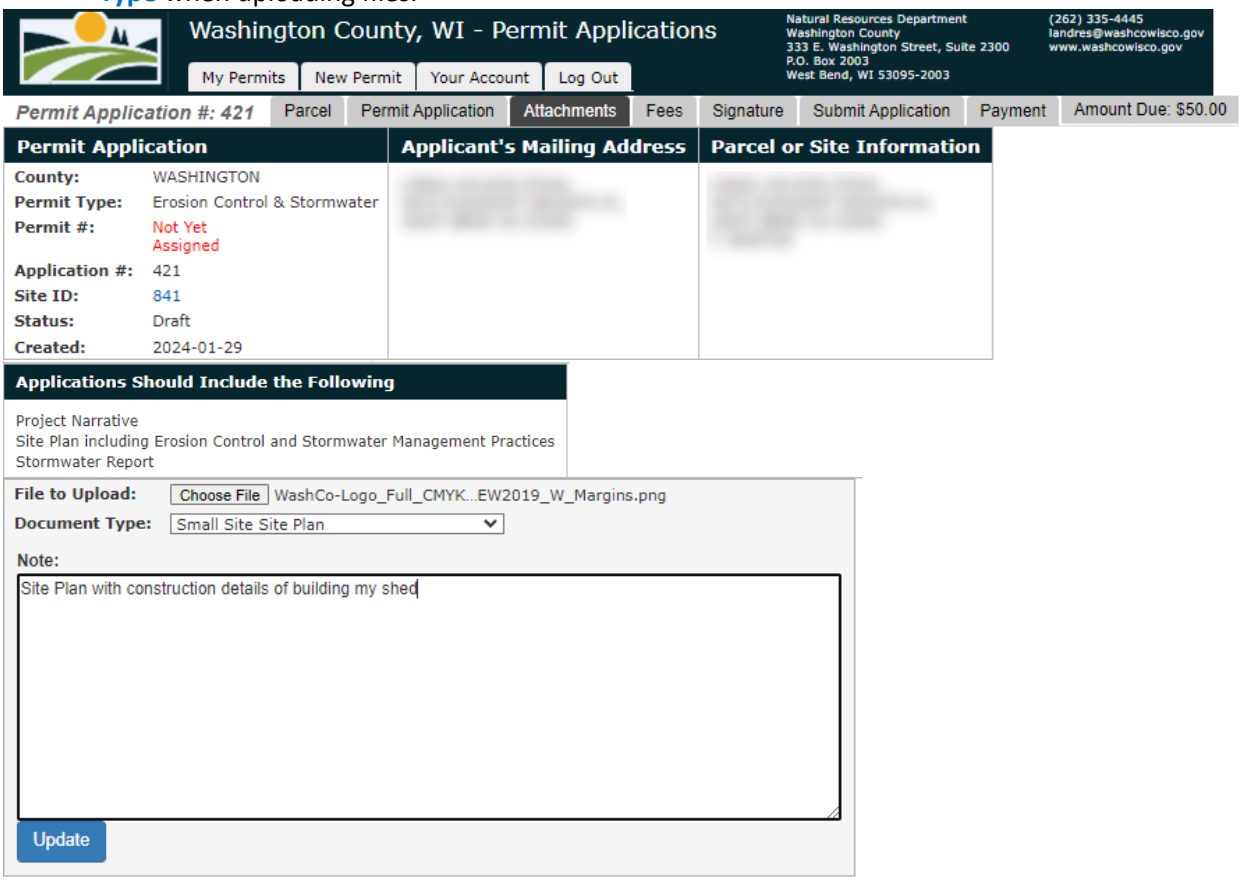

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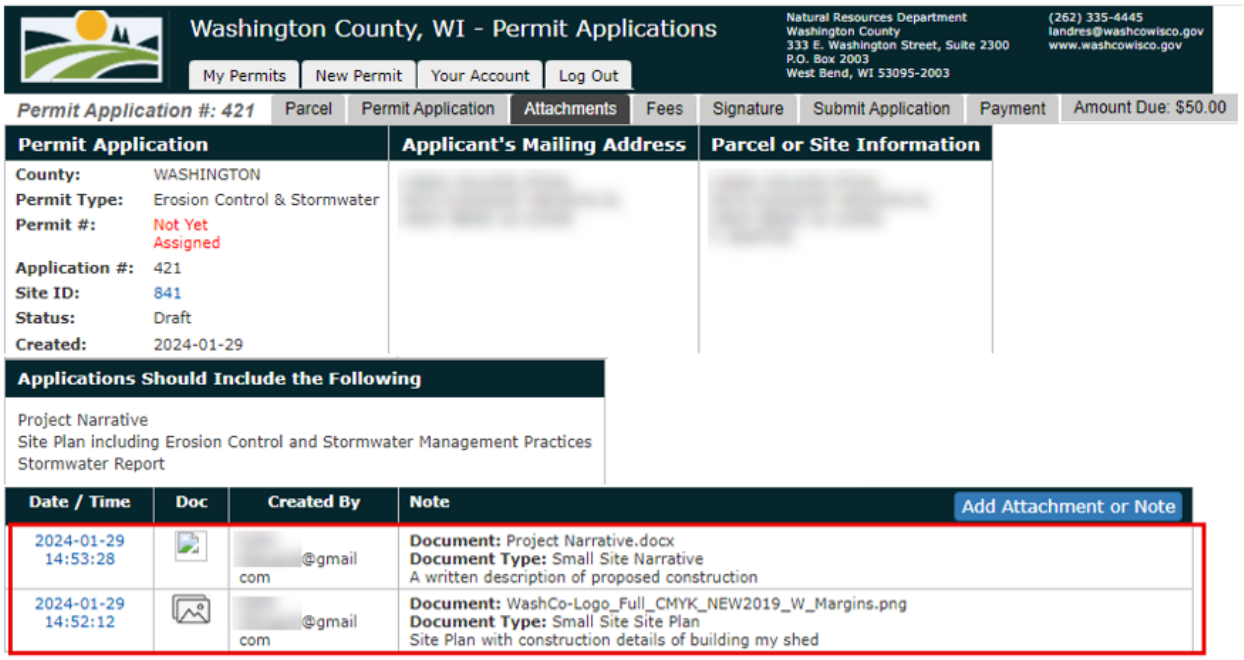
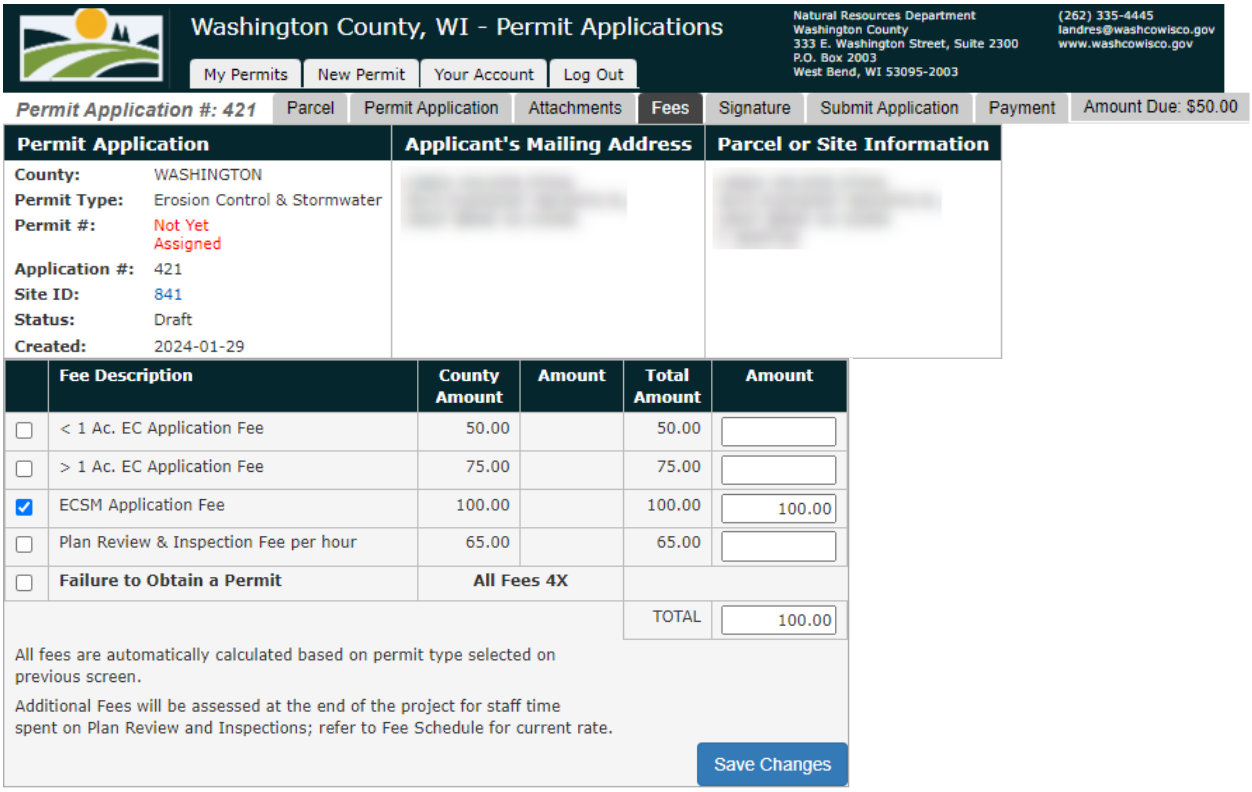


9. Go to the **Fees** tab to check the fees that are appropriate for your application. This will automatically populate but double-check this is the correct permit you want to apply for. Scroll to the bottom of the **Fees** page to press the **Save Changes** button.



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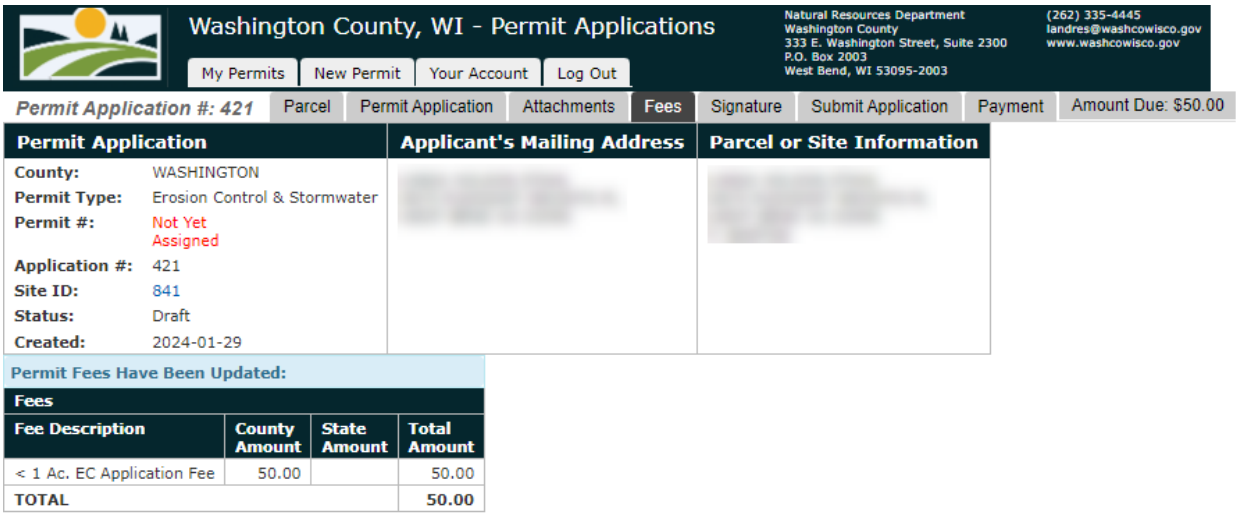
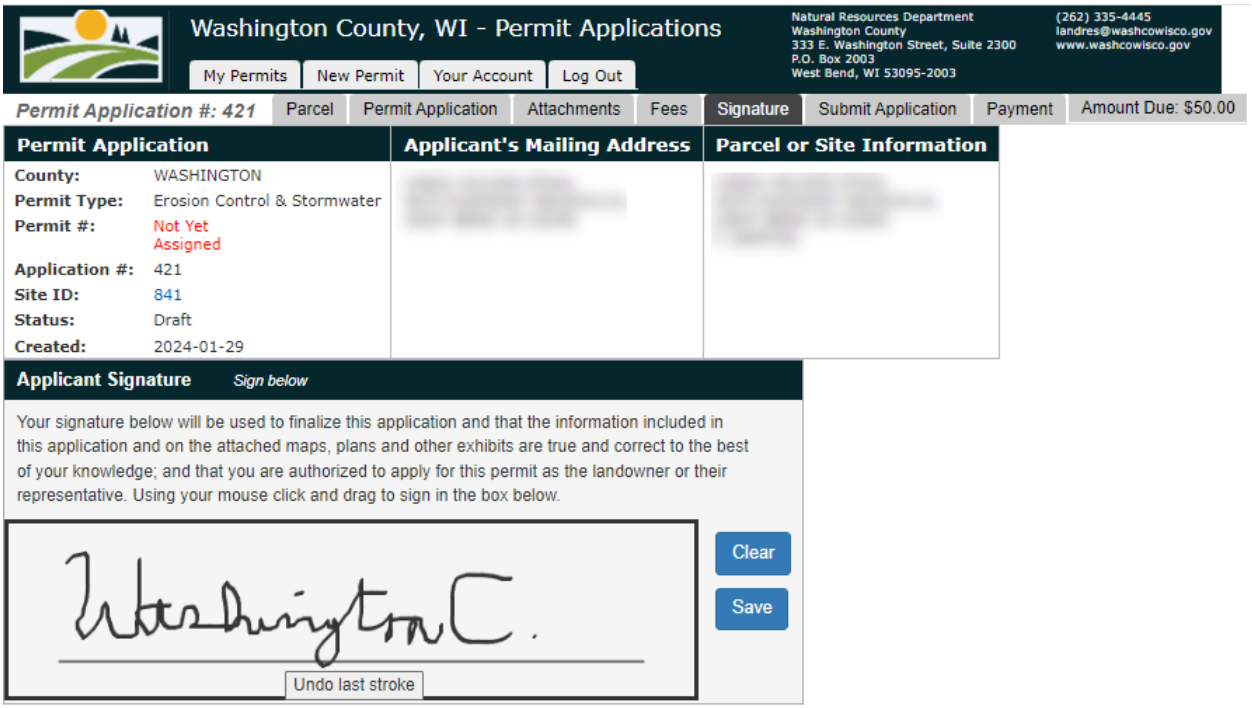
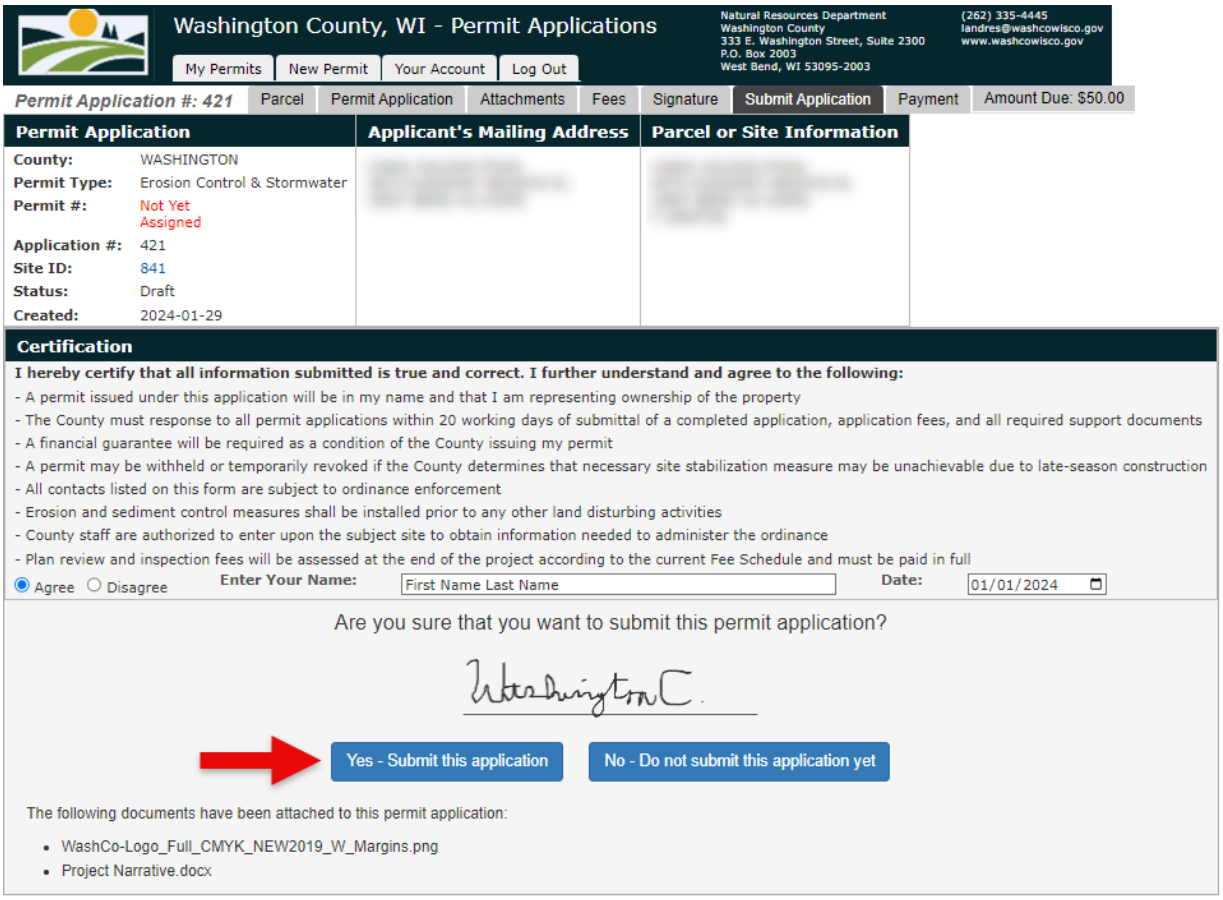


11. Next, go to the **Signature** tab to sign your name. Use the mouse or a stylus to draw your signature and then press the **Save** button.



12. Select Agree, type in your name, and select the date. To send your permit application to Washington County staff for review, use the **Submit Application** tab.

Important: Once you click submit, 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.



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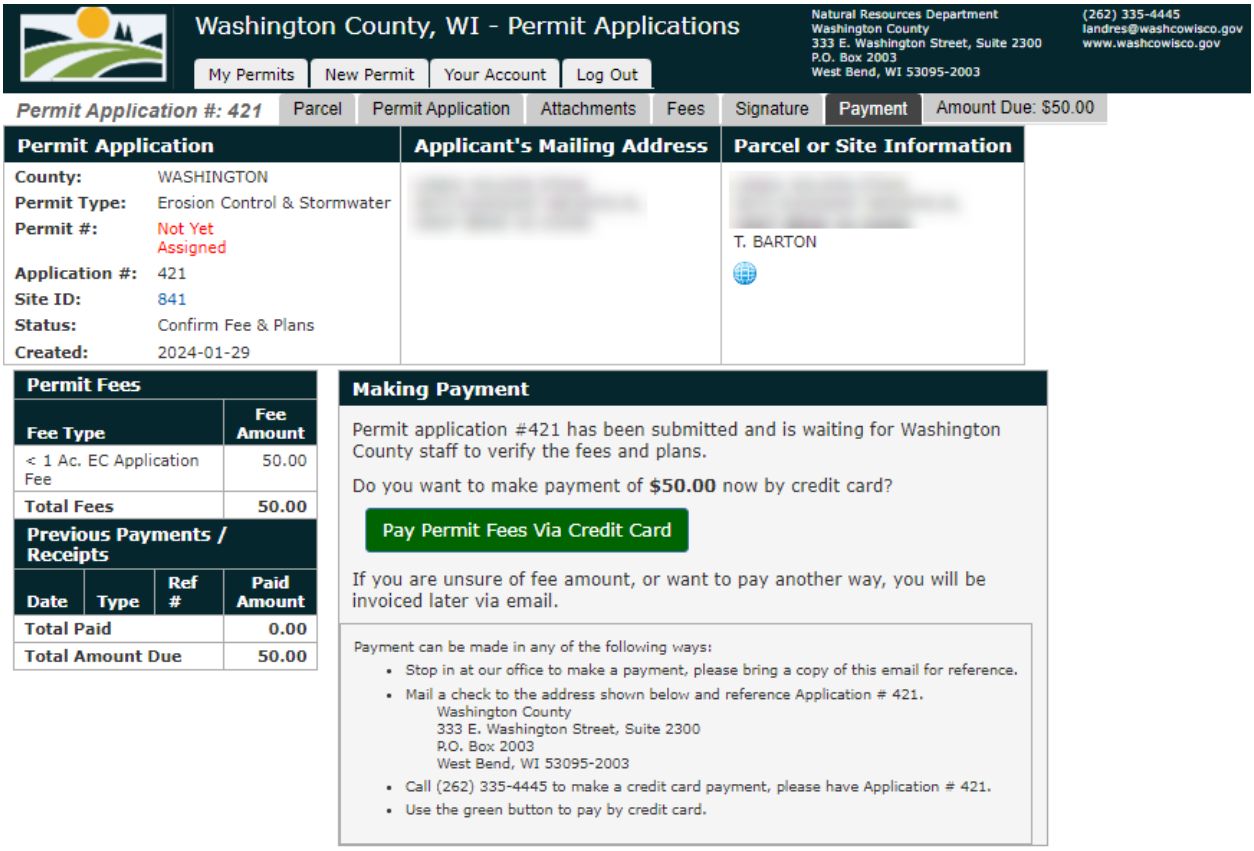
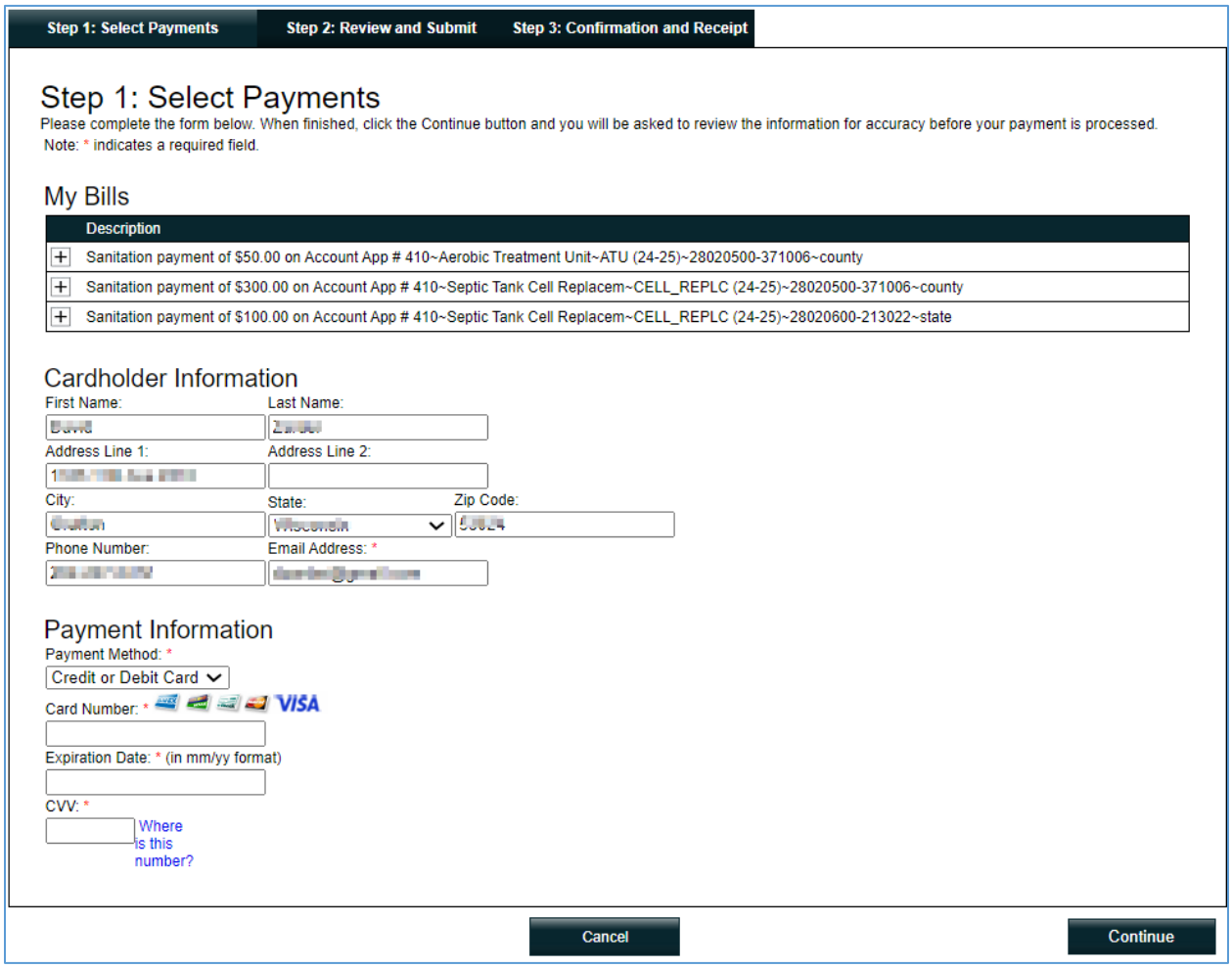
14. If you do press the green **Pay Permit Fees Via Credit Card** button, a new browser tab will be opened, and you will be redirected to our 3rd party credit card payment processor. Notice that this page will display the individual fee(s) associated with your application, as well as your contact information.