



# OFFICE OF PLANNING, ZONING & SOLID WASTE

A Division of  
Land & Water Resources Department

## Privy Requirements & Application

**What is a privy?** A privy, also often called an outhouse, can be a suitable means for handling domestic waste in situations where the volume of waste generated is not regular or excessive and the inhabited structure does not have plumbing or is otherwise not connected to any water source. A privy is commonly used for recreational or residential structures and, if constructed properly, is an efficient and economical means for disposing of domestic waste.

**Is a permit required for a privy?** Yes. Under the provisions of the Oconto County Sanitary Ordinance, a privy requires a Non-Plumbing Sanitary Permit before any construction of said privy can begin. The permit is to ensure that the privy is designed and constructed to meet the minimum requirements of SPS 391 and the Oconto Co Sanitary Ordinance to ensure proper handling of domestic waste.

**What is the process for obtaining a Non-Plumbing Sanitary Permit?** The first step in the process is to review the enclosed privy requirements/specifications and consult with Oconto Co Zoning Staff. If it is determined a privy can serve your proposed use, the process may involve a pre-construction inspection for siting consideration. There is an application to complete, a privy installation agreement that must be notarized and recorded with the Register of Deeds Office, design standards to be met, and a permit fee. The application must be accompanied by a detailed plot plan showing the proposed location of the privy in relation to existing structures, lot lines waterways, etc. The application must also be accompanied by a drawing with an explanation of the construction design and materials for the proposed privy and building. The following details the process and requirements:

1. A privy cannot be used for any structure that has internal plumbing or is connected to a water source. Nor can a privy have any plumbing connected to it. A code compliant septic system must be installed in such a case. A privy can be permitted as a secondary form of waste disposal on a parcel that currently has a compliant septic system servicing the dwelling.
2. If an earthen pit privy (hole in the ground) is proposed, a Soil & Site Evaluation Report site must be reviewed by Oconto County Sanitarian to comply with the minimum conditions and depth to allow for proper treatment of the effluent. This requires a Soil & Site Evaluation Report to be completed by a State Certified Soil Tester (CST) for the proposed pit privy site that is at least three feet deeper than the bottom of the proposed privy (please see diagram) Once the CST confirms there are suitable soils for a pit privy and provides a copy of the results, this should accompany the Non-Plumbing Sanitary Permit Application.
3. If a vault privy is proposed, it must be constructed of concrete or heavy-gauge plastic so as to be watertight and capable of withstanding the pressures of back filling once installed. The vault must be approved by the Oconto County Sanitarian before any installation can begin, a Non-Plumbing Sanitary Permit Application must be applied for and issued.

4. Either type of privy must have a structure built over the top that meets the minimum requirements which include:
  - a) All privy buildings shall be fly-tight and vermin proof.
  - b) Privies shall not be located within 75 feet of a stream, lake, waterway, or well.
  - c) Privies shall be provided with a suitable approach or walkway.
  - d) Privy doors shall be self-closing and open outward from the building.
  - e) The entire installation shall be kept clean and sanitary. Milk or lime or other equally effective disinfectant shall be used in the vault at frequent intervals.
  - f) All windows, ventilators and other openings shall be screened with # 16 mesh screening to prevent the entrance of flies.
  - g) All privies must have a ventilating pipe of a minimum of 4 inches in diameter, preferably of PVC construction, that extends a minimum of one foot above the building roof. The pipe must be hooded to prevent rainwater from infiltrating the privy.
  - h) Privy seats must be provided with hinged covers.
  - i) The minimum capacity for any privy shall be 200+ gallons.
5. Each application must include a plot plan of the proposed privy site on the property including distances to the nearest lot line, public road centerline, any waterway, and existing and proposed structures. If you have access to an aerial photo, feel free to use it as the basis of the plot plan.
6. Each application requires a Privy Installation Agreement to be completed in black ink, notarized and recorded with the Oconto County Register of Deeds. The recording fee is \$30.00, payable to Register of Deeds.

**Are there other options available for proper disposal of human waste for a dwelling with no plumbing or water service?** Yes. Other options would be a Non-Plumbing Sanitary Permit for an Incinerating Toilet, Composting Toilet or Portable Restroom (Porta-Potty). Please contact the County Sanitarian on the toilet options as these products must be state approved for use in Wisconsin.

If you have any questions at all, please contact the Zoning Office. We are more than happy to assist in the application process



Oconto County  
301 Washington St  
Oconto, WI 54153

**OCONTO COUNTY SANITARY  
PERMIT APPLICATION**

County Permit # \_\_\_\_\_

Attach complete plans for the system and/or required POWTS Evaluation, on paper not less than 8-1/2 x 11 inches in size.

**Application Information - Please Print all Information**

Property Owner Name			<b>Location:</b> Property Location Section ____ , T ____ N, R ____ E ____ 1/4 ____ 1/4	
Property Owner's Mailing Address			Lot Number      Block Number	
City, State	Zip Code	Phone Number (       )	Subdivision Name or CSM Number	
<b>Type of Building:</b> (check one) <input type="checkbox"/> 1 or 2 Family Dwelling – No. of Bedrooms: _____ <input type="checkbox"/> Public/Commercial (describe use): _____ <input type="checkbox"/> State-owned			<input type="checkbox"/> City <input type="checkbox"/> Village <input type="checkbox"/> Town of _____ Fire # and Road Name:	
<b>Type of Permit:</b> (Check only one box on line A. Check box on line B if applicable)			Parcel Tax Number(s)	
A)	<input type="checkbox"/> Reconnection to a structure <input type="checkbox"/> Non-plumbing sanitary system not requiring state plan approval			
B)	<input type="checkbox"/> A Sanitary Permit was previously issued		Permit Number	Date Issued

<b>Type of POWTS:</b> (Check all that apply) Non-Plumbing Sanitary System: <input type="checkbox"/> Pit Privy <input type="checkbox"/> Incinerating Toilet <input type="checkbox"/> Other: _____			<input type="checkbox"/> POWTS TYPE SERVICING BUILDING: (MD, HT, AG, CT, IG, ETC) _____		
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<b>Dispersal/Treatment Area Information:</b>								
1. Design Flow (gpd)	2. Dispersal Area Required	3. Dispersal Area Actual	4. Soil Application Rate (Gal/day/sq. ft.)	5. Percolation Rate (Min./inch)	6. System Elevation	7. Final Grade Elevation		
<b>Tank /Vault/Toilet Information (List Type)</b>	Capacity in Gallons	# of Tanks	Manufacturer	Prefab Concrete	Site Constructed	Steel	Fiberglass	Plastic
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Filter apparatus</b> Manufacturer: _____      Type: _____								
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<b>Responsibility Statement: I, the undersigned, assume responsibility for installation of the POWTS shown on the attached plans.</b>								
Owner's Name (Print)	Owner's Signature (required for Non-Plumbing systems)							
Plumbers Name (Print)	Plumbers Signature (no stamps)			MP-MPRS #		Business Phone #		

Plumber's Address (Street, City, State, Zip Code)								
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<b>Department Use Only</b>									
<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	County Sanitary Permit Fees: Reconnection Fee      \$ 175 Non-plumbing System Fee      \$ 175	Date Issued		Issuing Agent Signature (No stamps)				

<b>Conditions of Approval /Reasons for Disapproval:</b>								
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**FORM TO BE USED ONLY FOR RECONNECT, PRIVY, RESTORATION, OR INCINERATING AND COMPOSTING TOILET PERMITS. NOT TO BE USED FOR PERMITTING OF NEW, REPLACEMENT OR MODIFICATION OF A POWTS.**

# PRIVY INSTALLATION AGREEMENT

Property Owner(s):
Mailing Address:
Location: 1/4, 1/4, S, T N, R E or W
City, Village, Township Of:
Parcel Tax Number:
Legal Description:

Return to: Land & Water Resources Dept.

Personal information you provide may be used for secondary purposes. {Privacy Law, s.15.04(1)(m)}

1. No plumbing shall be installed in the privy or dwelling served by the privy unless a code compliant POWTS exists, or a valid sanitary permit to install such a system has been issued.
2. A privy vault/pit shall maintain minimum setbacks as specified in Table 1.

Table 1	Well	Bldg.	Lake/Stream	Additional County Setbacks
Open Pit	50 Ft	10 Ft	Min. 75 Ft	
Sealed Vault	25 Ft	10 Ft	Min. 75 Ft	

4. Privies for public buildings shall comply with SPS 352.63, Wis. Adm. Code.
5. Privies used for one-or-two-family purposes shall be constructed in such a manner so as to exclude insects and rodents. Doors shall be self-closing and vault ventilators should terminate at least 8 inches above the roof. Vents shall be minimum 3 inches in diameter and provided with screens to prevent insects/rodents from entering.
6. The storage chamber of a vault privy shall conform with the requirements of SPS 384.25 relating to holding tanks, and shall have a **minimum storage capacity of 200 gallons**.
7. The storage chamber of a vault privy shall be anchored to prevent flotation caused by saturated soil conditions.
8. The privy shall be kept clean and sanitary. The contents of the pit or vault shall be disposed in accordance with NR 113, Wis. Adm. Code.
9. This agreement shall be binding on the owner, their heirs and assignees. This documentation shall be recorded by the register of deeds in a manner which allows its existence to be determined by reference to the property where the privy is installed.
10. This agreement shall allow free and unlimited access to the above described property at anytime by a County Zoning representative who is investigating compliance with State Statutes and/or County Codes.

Printed Owner(s) Name(s):    	Subscribed and sworn to before me on this date:    
Notary Public	
Owner(s) Signature:    	My commission expires on: _____

DRAFTED BY: Oconto County L&WR Dept.

NON-PLUMBING SANITATION SYSTEM AGREEMENT

Property Owner(s):

Mailing Address:

Property location:

Location:

1/4      1/4      S      ,T      N,      R      E

City, Village, Township Of:

Parcel Tax Number:

Legal Description:

Drafted By & Return to: Land and Water Resources Department

Personal information you provide may be used for secondary purposes. {Privacy Law, s.15.04(1)(m)}

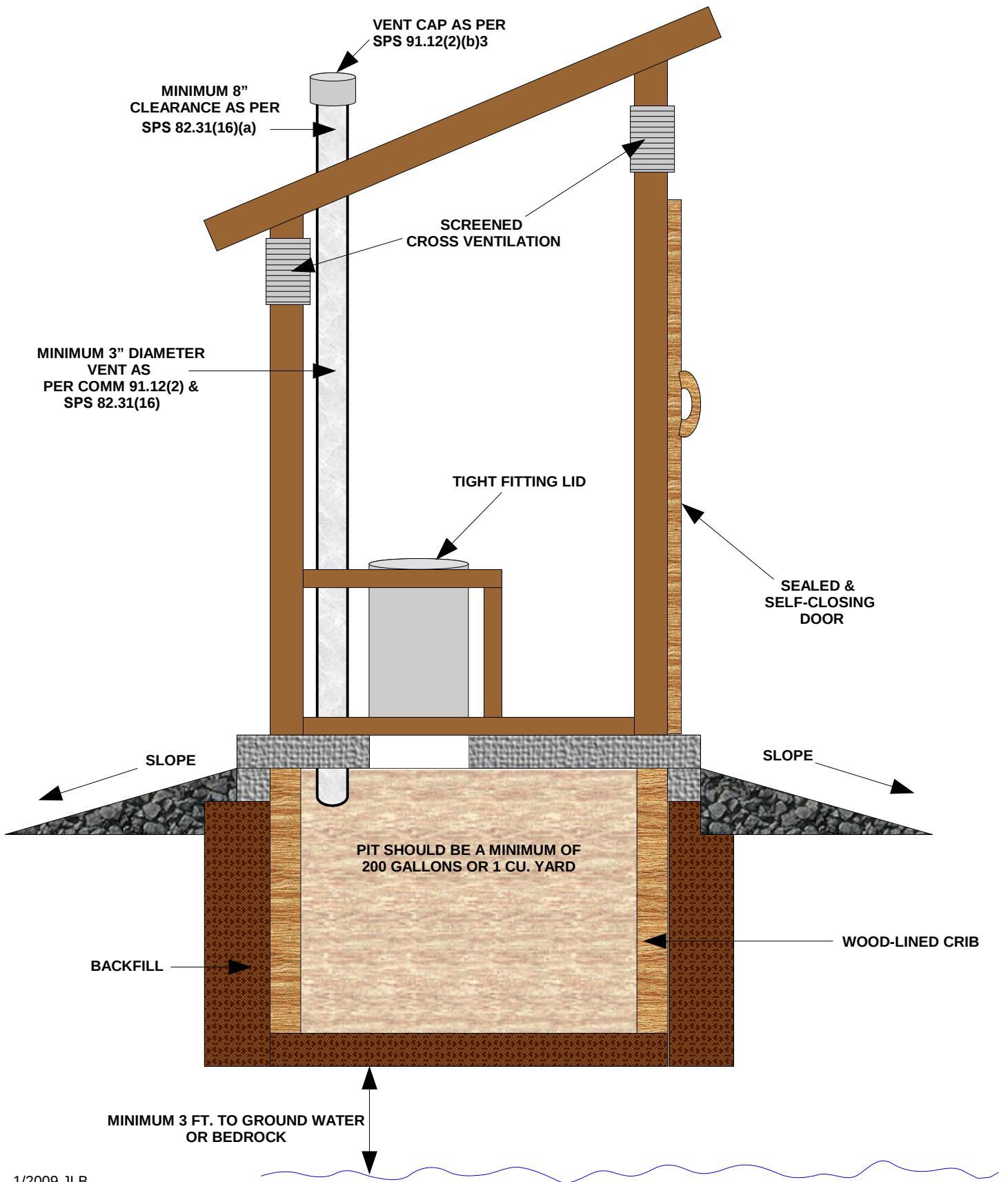
Type of system:  Composting toilet  Incinerating Toilet  Portable Restroom

1. Provisions of SPS 391 shall apply to all non-plumbing sanitary systems.
2. No plumbing will be installed in the dwelling served by the non-plumbing sanitary system unless a code compliant POWTS (Private Onsite Waste Treatment System) already exists, or a valid sanitary permit to install such a system has been issued.
3. The design, construction and installation of a gas-fired incinerating toilet shall conform to ANSI Z2.61.
4. The materials, design, construction and performance of an electric-fired incinerating or composting toilet shall conform to NSF Standard 41.
5. All electric, gas-fired incinerating and composting toilets shall be listed by a testing agency acceptable to the department.
6. (a) Disposal of the end product from an incinerating toilet shall be of in accordance with 40 CFR Part 303, Standards for the Use or Disposal of Sewage Sludge.  
 (b) Disposal of the end product from a composting toilet shall be of in accordance with EPA part 503.  
 (c) The disposal of any liquid from a non-plumbing sanitary system shall be either to a public sanitary sewer system or a POWTS conforming to ch. SPS 383.
7. This agreement shall be binding on the owner, their heirs and assignees. This documentation shall be recorded by the register of deeds in a manner which allows its existence to be determined by reference to the property where the privy is installed.
8. This agreement shall allow free and unlimited access to the above described property at anytime by a County Zoning representative who is investigating compliance with State Statutes and/or County Codes.

Printed Owner(s) Name(s):   	Subscribed and sworn to before me on this date:   
Owner(s) Signature:   	Notary Public   
	My commission expires on: _____

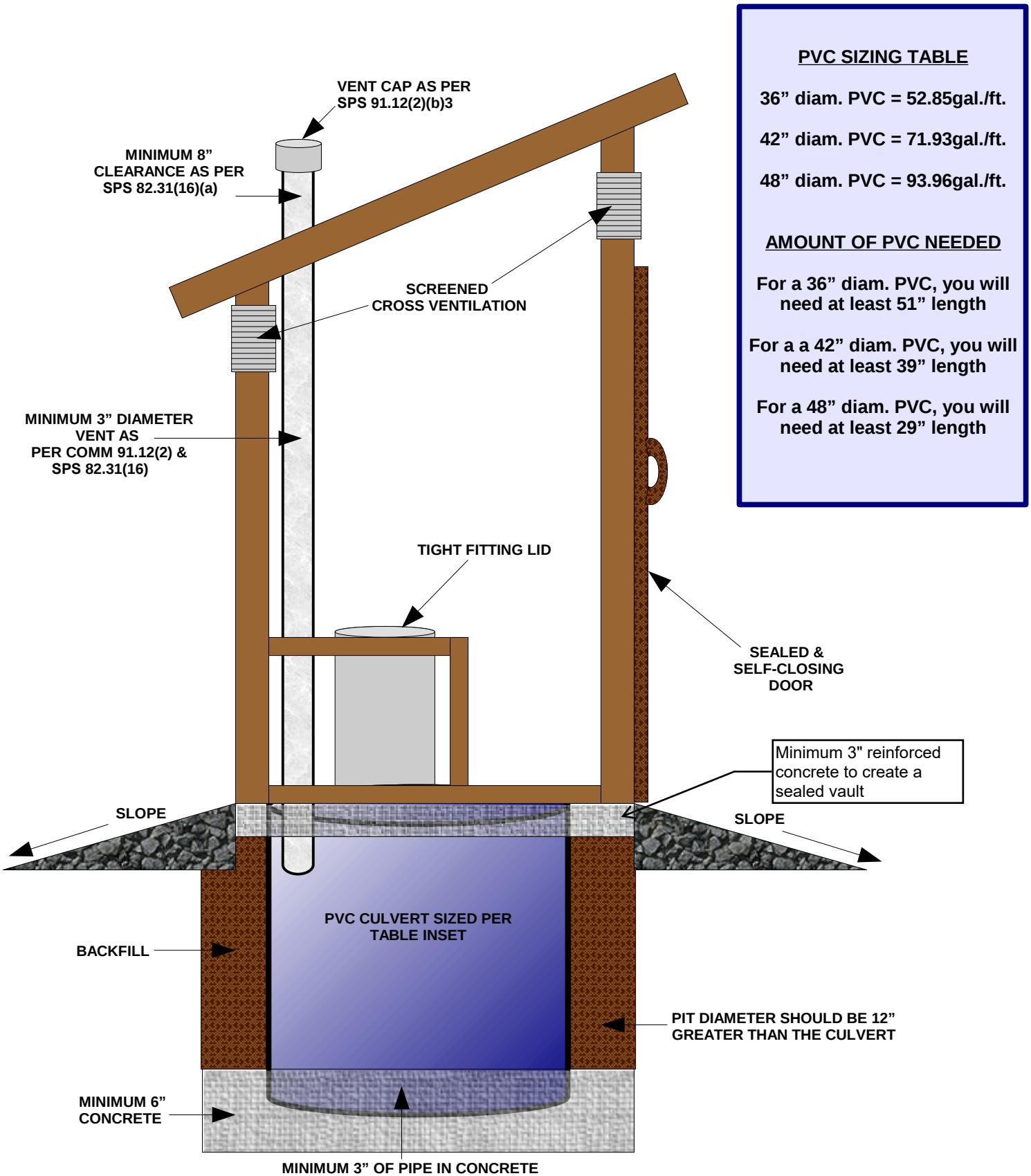
# Pit Privy Option

MINIMUM 200 GALLON or 1 CU. YARD



# Vault Privy: PVC Culvert Option

## MINIMUM 200 GALLON VAULT



# Vault Privy: Pre-Fab Option

MINIMUM 200 GALLON VAULT

