

Directions for issue a permit for the Kelly Lake Sanitary District

- A. Select the proper permit application that is required on the application (**CHECK ONE THAT APPLIES**)
- B. Home owner or Agent to fill out application and return to the
Kelly Lake Sanitary District
9535 Green Acres St.
Suring WI 54174
Phone: **1-920-842-4527** for questions
Email: kellylakesanitary@gmail.com
- C. Requirements of Application
- a. Name of owner
 - b. Billing address of owner
 - i. Name
 - ii. Address
 - iii. Home phone
 - c. Wisconsin Licensed Plumber
 - i. Name
 - ii. Wisconsin plumbers license number
 - iii. Copy of Liability Insurance
 - d. Surety Bond (**SEE REQUIREMENTS BELOW**)
 - i. Bond to be at least \$10,000.00 coverage
 - ii. Copy of certificate to be attached to application
- D. A preliminary sketch of proposed piping (A detailed map form will be included with your permit that needs to be completed and returned to the district)
- E. Fee to be paid along with the permit application
- a. See appendix at end of Sewer Use Ordinance at web site below

Sanitary requirements for Surety Bond CHECK ONE THAT APPLIES

- Surety Bond required for connections made directly to the sanitary main
- Surety Bond required for any construction within 32 feet of main
- Surety Bond **NOT** required for disconnect\reconnect
- Surety Bond **NOT** required on new connection where lateral is previously run to lot line

*****A delay in approving your application if any of the above requirements are not completed. Starting work before a permit is issued can result in a fine (as indicated in ordinance addendum) per day until permit application requirements are met and permit issued.**

See Kelly Lake Sanitary Ordinances at: <https://www.kellylakesanitarydistrict.net>

Check list for application

- Name of owner
- Billing address
- Lake address
- Owners Phone Number
- Owners Email address
- Plumbers name
- Copy of Plumbers Liability Insurance
- Copy of Surety Bond (\$10,000.00 coverage) (if Required)
- Sketch of proposed piping
- Applicant signature
- Payment of fee