

## Calumet County Soil Test and Sanitary Permit Online Submission Guide

Thank you for utilizing the Calumet County Online Application Submission Process. In this guide, we will walk through the steps to submit a soil test and/or sanitary permit and make payment through our online form. If you have any questions throughout the process, please do not hesitate to contact the Planning, Zoning, and Land Information Department at 920-849-1442. It will be much easier for both parties to address questions before you submit than to process a refund request.

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# Submitting An Application

To begin the application process, please fill out all required fields of the application form. All fields of this form are required to be filled out, and this is to make the process easier for our staff to identify the project area and get in contact with the applicant if we have any additional questions.



**Sanitary Permit and Soil Test Submittal Instructions:**  
 Please fill out the fields below with the necessary information and required attachments. After you have filled out the form, please click the submit button, and it will redirect you to our online payment processor, Municipal Services Bureau (MSB).  
 Please check out the Payment Guide for details on how to submit a payment. If you have any questions about how much you need to pay, or are confused about the process, please do not hesitate to contact us at 920-849-1442.

Sanitary Fee Schedule		Sanitary Fee Schedule Continued	
Plan Approval (Mound, At-Grade, or Pressure Distribution Systems)	\$250	Tank or Cell Replacement, Relocation, Etc. (Includes \$100 State Fee)	\$250
Plan Approval Holding Tank and Conventional Systems (1 & 2 Family Dwellings)	\$100	Addition of Treatment Device (I.e. ATU - Includes \$100 State Fee)	\$250
Plan Approval Holding Tank and Conventional Systems (Public/Commercial)	\$200	Reconnection to Existing POWTS	\$125
Sanitary Permit, All POWTS and Holding Tanks (Includes \$100 State Fee)	\$500	Privy (Pit or Vault)	\$125
		Transfer/Renewal/Change of Plumbers	\$50
		Wisconsin Fund Application	\$50
		Soil Test Review Fee	\$30

**Application Type:\***  
 -- Select One --  
 Please select the applicable permit/application you are submitting today.

**Primary Contact for Application:\***  
 Please include the name of the primary contact person for the permit/application.

**City, Village, or Township:**  
 -- Select One --  
 Please indicate the City, Village, or Township in which the property is located.

**Email Address:\***  
 Please include an email address for the primary point of contact for the submission. This email will also be used for any additional questions related to the submission and for sending out approval documents.

**Property Address or Parcel ID:\***  
 Please include either the address of the subject property or the Parcel ID.

**Date of Submittal:\***  
 mm/dd/yyyy

**Application and Supporting Material Submittal:\***  
 Choose Files | No file chosen  
 Please submit a copy of your signed and completed permit application or soil test for review. Please make sure to include any additional supporting materials.

## File Attachments

You may submit multiple attachments in the form at a time, but it is not very intuitive. If you click the Choose Files button, it will open a window for you to select files to upload. In this pop-up window, you can select multiple files by holding the Control button on a keyboard and selecting each individual file; or if you have multiple files in a row, you can hold the shift button to select multiple files at once. After you click open in the pop-up to confirm the files, they will display in the form as pictured below. To delete files, you can click the red "X" next to the file name. If the red "X" is not visible, simply click Choose Files again and select "Cancel" in the pop-up window. You will receive an error message that you can accept, and the file will be removed. Additional files may also be emailed directly to [brian.giebel@calumetcounty.org](mailto:brian.giebel@calumetcounty.org) or [doug.depies@calumetcounty.org](mailto:doug.depies@calumetcounty.org).

**Application and Supporting Material Submittal:\***

Choose Files | 3 files

- 20230516 ORD 2023-02 Moschel Ordinance Amendment.withattachments.ADOPTED (1).pdf
- 20230815 ORD 2023-04 Weber Ordinance Amendment ADOPTED (1).pdf
- 20231106 ORD 2023-05 rezone - Schmelter.w attachments.pdf

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Please submit a copy of your signed and completed permit application or soil test for review. Please make sure to include any additional supporting materials.  
**\*\*Multiple documents may be added at once by selecting multiple documents at a time in the document selection popup window.\*\***

Additional documents may also be sent to: [brian.giebel@calumetcounty.org](mailto:brian.giebel@calumetcounty.org) or [doug.depies@calumetcounty.org](mailto:doug.depies@calumetcounty.org)



\* indicates a required field

# Form Submission

When you have completed filling out the application, you have the option to receive a copy of this form via email. If you would like a copy, make sure the box is checked as pictured below and enter in the email address where the form should be sent. When complete, please hit the submit button. By clicking the submit button, you will be redirected to our payment processor, Municipal Services Bureau (MSB).

protected by reCAPTCHA  
Privacy - Terms

Receive an email copy of this form.

Email address

This field is not part of the form submission.

Submit

\* indicates a required field

# Submitting A Payment

Once you are redirected, you will be sent to the page pictured below. This page will go over the payment processing details provided by our vendor, along with the associated convenience fees. Each transaction will have an associated convenience fee, and the convenience fee is based on the transaction type (Credit Card, Debit Card, and E-Check). Please review the associated fees to determine which method may be best for you to submit your payment. When you are ready to proceed, please select the "Click Here to Sanitary Fees" button pictured below.



Welcome to the Calumet County, Wisconsin Planning & Zoning Department Online Payment Portal

Pay Calumet County Sanitary Fees Online Through MSB

Please note that payments tendered through this portal will be assessed a one-time convenience fee based on the total amount due. Convenience fees are in addition to the amount(s) owed and are calculated as follows:

- A 2.50% convenience fee will be charged for Credit card payments using Visa, Mastercard, American Express, and Discover with a \$2.00 minimum fee.
- A flat rate of \$2.95 convenience fee will be charged for Debit card payments using Visa, Mastercard, American Express, and Discover.
- A \$1.50 convenience fee will be charged for E-Check.

You will have the opportunity to review the total amount due with the convenience fee prior to payment submission.

While you will be paying fees to Calumet County, the full amount of the convenience fee is passed to Municipal Services Bureau (MSB) as the provider of this online payment service.



**Fast and Easy**

No registration is required for a one-time payment, the fastest way to pay online and confirm payment.

**Safe and Secure**

Your information is kept confidential, secure, and backed by the highest security standards.

**Eco-Friendly**

Paying online reduces paper use and is an easy way to help the environment.

## Order Details

The next screen you will see is where you select your order details and enter your payment information. At the top of this screen, you will find the Reference line and the Select Item dropdown. The reference line is a required field, which should be used to describe what you are paying for. In our example, we will be paying for a soil test and mound sanitary permit with county plan review. For the reference line, we have indicated that we are paying for the “John Smith Mound Permit,” which is enough information for our staff to accept the payment.

The next step is to select the items you will be paying for. This can be done using the Select Item dropdown menu as pictured below.



**Order Details**  
\* Reference

John Smit Mound Permit

Item	Amount	Quantity	Actions
Select item	0.00	1	+ Add item
Select item			
Addition of Treatment Device (i.e. ATU, Includes \$100 State Fee) : Fee			
Plan Approval for Mound, At-grade, or Pressure Distribution Systems : Fee			
Plan Approval Holding Tank or Conventional (Public/Commercial) : Fee			
Plan Approval Holding Tank or Conventional(1 & 2 Family Dwellings) : Fee			
Privy (Pit or Vault) : Fee			currently empty
Reconnection to Existing POWTS : Fee			
Sanitary Permit, All POWTS and Holding Tanks (Includes \$100 State Fee) : Fee			
Sanitary Permit: Soil Test Review : Fee			
Tank or Cell Replacement , Relocation, Etc.—(Includes \$100 State Fee) : Fee			
Transfer/Renewal/Change of Plumbers : Fee			
Wisconsin Fund Application (Refunded if Not Accepted) : Fee			

Since we have multiple items we will be paying for in our example, we will need to select and add each item to our cart. To do this, we simply select the item we need and click the “Add Item” button pictured below.



**Order Details**  
\* Reference

John Smit Mound Permit

Item	Amount	Quantity	Actions
Plan Approval for Mound, At-grade, or Pressure Distribution Systems : Fee	250.00	1	+ Add item

Your cart is currently empty

After you click Add Item, the fee and item description will be added to your Item list as pictured below, and the fee will also be added to your initial payment summary total. To continue our example, we've added the necessary Soil Test Review Fee, Sanitary Permit, All POWTS and Holding Tanks (Includes \$100 State Fee) and Plan Approval for Mound, At-grade, or Pressure Distribution Systems Fee.

**Note: If you are applying for a sanitary permit, the Sanitary Permit, All POWTS and Holding Tanks (Includes \$100 State Fee) fee is required. If you have not received state plan approval for your system design, the appropriate plan review fee will also be required.**

**Calumet County** WISCONSIN

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**Order Details**  
 \* Reference  
 John Smit Mound Permit

Item: Select Item | Amount: 0.00 | Quantity: 1 | + Add Item

Item	Amount	Actions
Plan Approval for Mound, At-grade, or Pressure Distribution Systems Fee	\$250.00	
Sanitary Permit, All POWTS and Holding Tanks (Includes \$100 State Fee) Fee	\$500.00	
Sanitary Permit: Soil Test Review Fee	\$30.00	

1

**Payment Summary**

Subtotal: \$780.00

Total amount: \$780.00

I agree to the Terms and Conditions

Submit payment

Cancel payment

With all items added, we can now review our items in the cart and make adjustments as needed. If you need to make a change, you can simply select the trash can icon under Actions to delete any items that have been added to your cart. Our next step will be adding the payment details.

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**Order Details**  
 \* Reference  
 John Smit Mound Permit

Item: Select Item | Amount: 0.00 | Quantity: 1 | + Add Item

Item	Amount	Actions
Plan Approval for Mound, At-grade, or Pressure Distribution Systems Fee	\$250.00	
Sanitary Permit, All POWTS and Holding Tanks (Includes \$100 State Fee) Fee	\$500.00	
Sanitary Permit: Soil Test Review Fee	\$30.00	

1

**Payment Summary**

Subtotal: \$780.00

Total amount: \$780.00

I agree to the Terms and Conditions

Submit payment

Cancel payment

## Payments Details

After the items have been added to the cart, we can scroll down to the payment details section. In this section, you will select your payment type and enter your billing information. All fields that are required in this section will be denoted with a red asterisk. After you select the payment type, the required information may change, so it's best to select the payment type before filling out the billing information. In the image below, we have selected to pay via credit/debit card. For this option, please enter all necessary information under payment details. For this option, the only additional required field is the Zip Code, located under Billing Details, pictured below. You are not required to fill out any other information for billing details to process the payment. If you include your email address in the Billing Details section, you will be emailed a copy of your receipt directly from MSB.

### Payment Details

\* Payment type  
Credit/Debit Card

\* Cardholder name  
Enter Cardholder name

\* Card type  
Displayed upon card number entry

\* Card number  
Enter card number

\* Expiration date  
Enter expiration date

\* CVV  
Enter CVV

### Billing Details

Address line 1  
Enter address line 1

Address line 2  
Enter address line 2

Country  
United States

City  
Enter city

State/Province/Territory  
Select

\* Zip code  
Enter zip code

Phone number  
(999) 999-9999

Email address  
email@address.com

Continued on next page.

## ECheck Payments

If you would like to pay via eCheck (ACH) payment, you will be required to enter your bank account information to process the payment. Your bank account number and bank routing number can be found in multiple locations, but it will depend on your specific bank. The numbers can be found at the bottom of checks for the specific account you are trying to use, and most banks also include the information in bank statements, through online banking, or by using your bank's mobile application. EChecks are the recommended form of payment for applications as they incur the smallest convenience fee.

**Payment Details**

\* Payment type  
eCheck

\* Name on account  
Enter Name on account

\* Bank routing number ?  
Bank name

\* Bank account number ?  
\* Confirm bank account number

**Billing Details**

Address line 1  
Enter address line 1

Address line 2  
Enter address line 2

Country  
United States

City  
Enter city

State/Province/Territory  
Select

Zip code  
Enter zip code

Phone number  
(999) 999-9999

Email address  
email@address.com

## Submit Payment

Once you have entered your billing information, you can scroll to the top of the page to review the Payment Summary section. This section will include your subtotal, convenience fee, and the total payment. If everything looks accurate, you will need to accept the terms and conditions and authorization statement provided by MSB, if applicable, to proceed with the payment. If you would like to proceed, you may select the submit payment button.

**Payment Summary**

Subtotal	\$780.00
Convenience fee	\$1.50
<b>Total amount</b>	<b>\$781.50</b>

I agree to the [Terms and Conditions](#)

By checking here, I authorize Municipal Services Bureau to initiate a single ACH electronic debit to my account ending in in the amount of \$781.50 on 01/23/2026. I agree that ACH transactions I authorize comply with all applicable laws. Once payment is authorized, there cannot be any changes or corrections. I understand that I may call during normal business hours if I have any questions. It is recommended that you [print](#) a copy of this authorization and maintain it for your records.

[Submit payment](#)

[Cancel payment](#)