

## PERMIT PROCEDURES FOR COMMERCIAL AND INDUSTRIAL DEVELOPMENT

### PORTAGE COUNTY PLANNING AND ZONING DEPARTMENT

1462 STRONGS AVENUE, STEVENS POINT, WI 54481 • PHONE: 715-346-1334 • FAX: 715-346-1677

• WEBSITE: [www.co.portage.wi.us](http://www.co.portage.wi.us) • EMAIL: [planningandzoning@co.portage.wi.us](mailto:planningandzoning@co.portage.wi.us)

The following is a list of review steps and approvals that are necessary to obtain a Portage County Zoning Permit for commercial buildings and/or uses:

All commercial development, in any zoning district, is subject to site plan review by Portage County Planning and Zoning Department staff prior to issuance of a Zoning Permit. Site plan review shall include the following:

- (a) Road access
- (b) Submittal of a separate [Stormwater Plan Review form](#) is required
- (c) Parking and paving
- (d) Landscaping and screening
- (e) Lighting
- (f) Adequacy of setback for structures and storage. Setbacks required by specific zoning districts may need to be modified based on site specific conditions. (see [Zoning Standards and Setbacks](#))
- (g) An approved Stormwater Control Plan from the WI-DNR must be on file prior to issuance of a Zoning Permit if the development is equal to or larger than one (1) acre.

Commercial Buildings must have State approval for building and onsite waste treatment systems. State approvals allow for issuance of a Portage County Sanitary Permit.

- Towns of Amherst, Plover: Mike Bembenek (715) 570-8378, [mikebembenekinspector@gmail.com](mailto:mikebembenekinspector@gmail.com)
- All other Towns contact: Lucas Dederich, WI Dept. of Safety and Professional Services (DSPS), (608) 445-6558.

After State sanitary and building plan approvals are obtained and a Portage County Sanitary Permit is issued, a Portage County Zoning Permit must be obtained. The Portage County Planning and Zoning Office issues Zoning Permits for all commercial buildings. We strongly recommend you identify the Zoning District for your property and review the list of [Permitted Uses - Special Exceptions](#) to see if your intended use is allowable in your zoning district prior to making application.

Signs (including those placed on any building) require a separate Zoning Permit from the Portage County Planning and Zoning Office. If the sign is to be erected on a State or Federal highway, a State Permit will be required from the Department of Transportation District 4 Office, Wisconsin Rapids (715) 421-8082. County and State regulations differ greatly in some areas, so be sure the appropriate permits are obtained before the signs are erected.

Driveway and Culvert Permits may be required. Contact the appropriate agency depending on your location:

- Town Roads – Contact the [Town Clerk](#)
- County Roads - Contact the Portage County Highway Department (715) 345-5230.
- State or Federal Highway - Wisconsin State Department of Transportation (715) 421-8051

Stormwater approval may also be required by the Wisconsin Department of Natural Resources for construction projects where one or more acres of land will be disturbed. See the DNR website <http://dnr.wi.gov/topic/stormwater/> or contact:

- Bradley Johnson, DNR Storm Water Specialist, 715-359-2872, [bradleya.johnson@wisconsin.gov](mailto:bradleya.johnson@wisconsin.gov)

Wetland Permits are required for any activity in wetlands. Contact our office in addition to:

- Eric Norton, Army Corps of Engineers (715) 345-7911
- Will Stites, Wisconsin Department of Natural Resources (715) 421-7815

NOTE: If the proper permit(s) are not obtained prior to the start of construction, violation of Federal, State and/or County regulations may exist which could lead to a possible fine, so please check into the regulations before you start any type of activity.