



**Tony Evers, Governor**  
**Dan Hereth, Secretary**

March 24, 2025

Chris Olson, Code Administrator  
County of Door  
421 Nebraska Street  
Sturgeon Bay, WI 54235  
[sanitarian@co.door.wi.us](mailto:sanitarian@co.door.wi.us)

**VIA EMAIL**

Re: County of Door Agent Delegation for Private On-Site Wastewater Treatment System (POWTS) Plan Review

Dear Chris Olson,

I am pleased to inform you that your county has been delegated POWTS plan review authority per your request. Per Wis. Stat. § 145.20 and Wis. Admin. Code § SPS 383.23(1), the Department delegates your municipality the primary responsibility to do plan review for the following residential POWTS installations utilizing approved component manuals:

1. Non-pressurized in-ground systems with a DWF of up to 1,500 gallons per day.
2. Replacement septic and pump tanks with a DFW of up to 900 gallons per day.

An exception to this delegation is that our agency retains jurisdiction for plan review for all state-owned buildings, as well as projects for which the owner chooses to submit plans to our agency.

As a condition of this delegation, you are required to comply with the following:

- Notify the department, in writing, immediately of any personnel changes to plan review staff.
- Notify the Department, in writing, at least 30 days prior to the date upon which the appointed agent intends to relinquish the responsibilities assumed under this section.

The Department will periodically monitor delegated agents and request activity reports to ensure that the delegated responsibilities are being properly fulfilled by the municipality. The Department requires delegated municipal code official(s) hold the Wisconsin POWTS Inspector certification and the Wisconsin Soils Tester license.

In accordance with 2017 Wisconsin Act 198, the Department will be implementing a five-year electronic renewal process. Please continue to monitor Department correspondence as further details regarding this process are communicated.

The Department understands that the primary POWTS plan reviewer for your municipality is you, Chris Olson, and that you have the proper certification(s) to do so.

Our POWTS consultant for your area, Tim Vander Leest, at (608) 516-6134, is available to assist in any questions or concerns your county may have with these POWTS enforcement services. Plan review training is available by contacting Joshua Rowley at (715) 634-5124, which is offered during non-peak review months.

The Division of Industry Services looks forward to working with you.

Sincerely,

*Bradley A Johnson*

Bradley A. Johnson, P.E., Bureau Director, Field Services Bureau