

CITY OF FRANKLIN
INSPECTION SERVICES
9229 W. LOOMIS ROAD, FRANKLIN, WI 53132
(414) 425-0084, FAX (414) 425-7513

HOLDING TANKS - NEW INSTALLATIONS/REPLACEMENTS
(MUST HAVE COMMON COUNCIL APPROVAL)

ITEMS REQUIRED FOR PERMIT APPLICATION:

1. Pumping Agreement (present or new contract) — **(must be notarized, will be sent to Register of Deeds)**. LEGAL DESCRIPTION MUST BE COMPLETE! (not needed for replacement tank in same location)
2. Holding Tank Agreement **(must be notarized, will be sent to Register of Deeds)**. LEGAL DESCRIPTION MUST BE COMPLETE! (not needed for replacement tank, same location)
3. Plumbing permit application required with appropriate fee payable to "The City of Franklin". Select type of system and ground water fee **(ground water fee check will be separate — see Item 5.)**
4. Sanitary Permit application with State approved plans.
5. Check made out to "**Industry Services Division**" (ground water fee) - \$100.
6. Check made out to "**Milwaukee County Register of Deeds**" (recording fee) - \$30. (not needed for replacement tank in same location)

OUR OFFICE DOES:

1. Submit to Common Council — (complete Council Action and submit by meeting deadline). Need to give to Clerk's Office: Original Pumping Agreement; Holding Tank Agreement; Sanitary Permit Application; Common Council Action (in templates — type in info); Private Sewage Resolution (in templates — type in info). Make copies to keep in folder in our Dept. Keep permit and checks in folder until Common Council has approve&
2. After approval by Common Council and signed by City Clerk:
 - (a.) Mail Pumping Agreement, Holding Tank Agreement, and Register of Deeds cover sheet with \$30 check to: Milwaukee County Register of Deeds, 904 N. 9th Street, Room 103, Milwaukee, WI 53233. Include. Self-Addressed, Stamped Return Envelope. Once recorded, send copy to owner along with signed resolution.
 - (b.) Submit Sanitary Permit summary along with separate \$100 check for ground water fees to "Industry Services Division" (2331 San Luis Place, Green Bay, WI 54304.) Keep originals in our file.
3. Plumbing Inspector will issue permit and hard card.