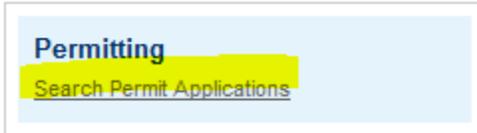


How to Look Up Septic System Records in Dane County

Information on the septic system for a property in Dane County is available online at <https://elam.cityofmadison.com/CitizenAccess/Welcome.aspx>.

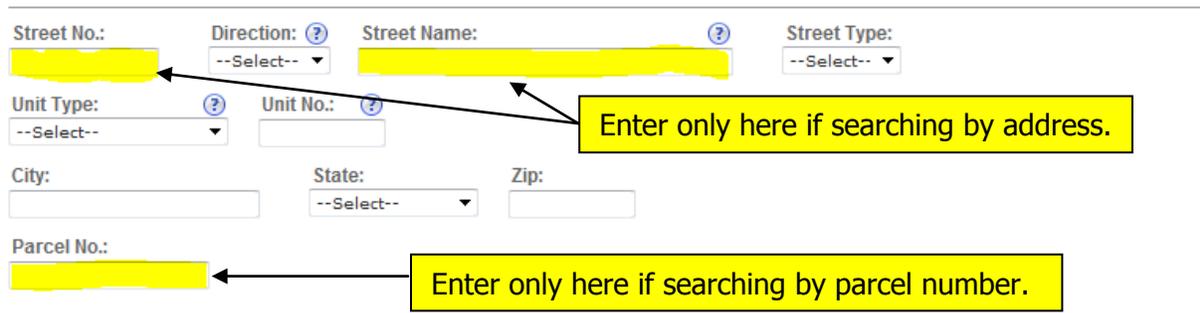
At the bottom of the webpage that comes up, will be a box that looks like the following:



Click the link "Search Permit Applications". All sanitary records are recorded as permit applications.

In the search screen that comes up, you can search by the address **or** the parcel number. Do not try to search on both at the same time.

- If you search by address,
 - Enter the street number in the "Street No." field
 - Enter the first 2 or three letters of the street name in the "Street Name" field (i.e. "Sta" for State Highway 32 or "Bai" for Bailey Rd).
 - **Do not enter** direction, street type, unit type, unit no., city, state, zip, or parcel.
- If you search by parcel number,
 - Enter the 12-digit parcel number without dashes (i.e. "090737520001" for 0907-375-2000-1), do not fill in any other fields.
- The property portion of the search screen is shown below with the above fields highlighted

A screenshot of a search form. The 'Street No.', 'Street Name', 'Unit Type', 'Unit No.', 'City', 'State', and 'Zip' fields are highlighted in yellow. A yellow box with an arrow points to the 'Street No.' and 'Street Name' fields, containing the text 'Enter only here if searching by address.' Another yellow box with an arrow points to the 'Parcel No.' field, containing the text 'Enter only here if searching by parcel number.' The 'Direction' and 'Street Type' dropdown menus are set to '--Select--'. There are question mark icons next to the 'Direction' and 'Street Name' labels.

Your search results will appear at the bottom of the screen. You may have to scroll down to see your results.

In the list of results, the septic system ID or record number (circled in blue below) will be bold and underlined. Click on the septic system ID to get more information

1 Record results matching your search results

Click any of the results below to view more details.

Showing 1-1 of 1

Date	Record Number	Record Type	Description	Project Name	Status	Action
10/06/2004	<u>SAN-45835</u>	Permitting/Health/POWTS/ Sanitary			System in Compliance	

Click the system ID hyperlink for system information.

If multiple records are listed, click on each record to find the correct system.

After you have opened the system record, you will see the following screen.

- Septic system maintenance due date is available under "More Details."
- Septic system records that are available will be listed under "Attachments"
- System maintenance records will appear under "Related Records".
 - The details of System Maintenance Records are not currently available on line. If you are looking for details on the system maintenance for a given septic system please call our office at 242-6515

You will need to click on the triangle to the left of the label to open either "More Details", "Attachments" or "Related Records" section.

Record SAN-45835:
Health - POWTS Sanitary System Permit

Work Location

8653 SPRING VALLEY RD
 TOWN OF BERRY WI 99999

Record Details

Owner:

DEBORAH L DANZ

1014 NICOLE CT
 BLACK EARTH WI 53515-

▶ **More Details**

To see when the system is due for maintenance:
 - Click the triangle to open the section
 - Scroll to the end of the "Record Details" section.

▶ **Fees**

▶ **Inspections**

Click the triangle to open the section

▶ **Processing Status**

Click the name to open the document

▼ **Attachments**

Name	Record ID	Record Type	Entity Type	Type	Size	Latest Update	Action Entity
POWTS201016_390000.pdf	SAN-45835	Permitting/Health/POWTS/Sanitary Record	Health - Well and Septic	0 bytes	12/13/2012	Action	Permitting. - SAN-45

Related Records

[View Entire Tree »](#)

Septic maintenance record appears as "TAM-#", "PERTAM-Year-#" or "PERHLD-Year-#"

Date when the record was created

Record Number	Record Type	Project Name	Date	View
▼ SAN-45835	Permitting/Health/POWTS/Sanitary		10/16/2004	
▶ TAM-2521	Permitting/Health/POWTS/TAM		10/26/2010	