



Dear Septage Business Owner:

Enclosed is your **Business License Renewal Application**. The completed application and fee must be mailed and postmarked on or before **June 1, 2015**. Incomplete applications will be returned to you and may result in delayed processing. The \$25 late fee will be applied for applications postmarked after June 1st. Use the following checklist to ensure your renewal application is complete before mailing the application back:

- If you receive an application but are no longer in business**, check the box above Section 2, sign, and return the form.
- Check that your business name, address, phone, fax and email are listed correctly. Make any corrections directly on the form.
- Section 1:** Calculate the TOTAL fee amount. Include the \$25 late fee if you mail your application after June 1<sup>st</sup>. Late renewals missing the late fee will be returned and will delay processing.
- Section 2:** All businesses are required to submit annual report forms 3400-52 and 3400-55 for each year the business is in operation. If you have not submitted annual reports for 2013 and 2014, do so right away using the new e-reporting system (paper forms will not be accepted).
- Section 3:** The vehicles listed are vehicles registered to your business. Simply verify if the information is correct. Provide license plate numbers for all trucks. To add or replace a vehicle, download the Vehicle Inspection Report form from the DNR website. Self-inspections are permitted by the Operator in Charge or you may instead contact your regional coordinator to schedule an inspection. If you are self-inspecting, you must also supply four photos of each vehicle showing: 1. the right side of the truck, 2. the left side of the truck, 3. the rear of the truck and tank, and 4. the license plate.
- Section 4:** Attach a list of all individuals who perform septage work for you including OITs and Portable Restroom Servicing Assistants.
- Section 5:** Business Owners and the Operator in Charge **MUST** sign the renewal form or it will be returned. If you are the Operator in Charge and the Business Owner, complete both lines.

Return the completed application and fee to Department of Natural Resources, Septage Business Licensing SS/7, PO Box 7921, Madison WI 53707-7921. Incomplete applications will be returned which will delay processing and may result in an expired business license.

A copy of your renewed business license and stickers will be mailed to you before June 30<sup>th</sup> if your renewal application is returned completed and on time. Incomplete or late applications will delay processing which may result in an expired license. Expired businesses are not permitted to operate. Contact the Septage License Program if you have any questions about the renewal process.

Thank you for your timely submittal.

Septage Business Licensing Program  
(608) 266-8948  
dnropcertseptage@wisconsin.gov  
<http://dnr.wi.gov/regulations/opcert/septageBusiness.html>