

Project Address _____

The following items must be completed and submitted as a packet:

1. _____ Accessory Building permit application
2. _____ Electrical permit application (if applicable)
3. _____ One (1) new plat of survey prepared by a Professional Land Surveyor, licensed by the State of Wisconsin (see attachment). The survey must show all existing buildings, proposed accessory building, setbacks from property lines, distances from all accessory structures, proposed drainage patterns, and proposed changes to existing yard grade
4. _____ For Residential Only: Cautionary Statement (required if the property owner is listed as the contractor); **OR** State Licensing (required if a contractor is listed)
5. _____ One (1) set of plans (size 8 1/2" x 11" **or** 11" x 17", drawn at 1/4" scale)
6. _____ Will the grading of the property change as a result of constructing an accessory building?
Yes _____ No _____

If yes, please contact the Soil Erosion Specialist at 262.653.4247 prior to application submittal.

Note: Upon plan review or as a result of a field inspection, the Soil Erosion Specialist or Code Official may determine that an erosion control permit and/or installation of erosion control measures are required.

After Approval/Processing of this Permit Application:

If you do not intend to proceed with this project, please contact our office at 262.653.4263 to avoid paying the entire cost of the permit. Administrative and/or plan review fees will be charged. Any/all unpaid permit fees, along with an additional \$100.00 Administrative Fee, will be processed as a special charge against the real estate upon which the service was performed.



FOR OFFICE USE ONLY	
Date	_____
Permit #	_____
Needs Approval	_____
IP	_____
Fee'd	_____

APPLICATION FOR ACCESSORY STRUCTURE
Form #CDI101 (rev. 02/17)

Permit Fees:

New Construction: **\$180.00** (\$60.00 Building Permit Fee, \$60.00 Plan Review Fee, and \$60.00 Zoning Review Fee)
 Repair to Existing: **\$60.00** **NOTE: A 2X permit fee is charged if permit is issued after work has started.**

You will be notified when your permit is ready; please do not submit payment with permit application.

Project Address _____	Project Name (if Commercial) _____
Property Owner _____	Contractor _____
Mailing Address _____	Mailing Address _____
City _____ State _____ Zip _____	City _____ State _____ Zip _____
Phone (_____) _____	Phone (_____) _____
Homeowner e-mail _____	Contractor e-mail _____

➔ **Estimated Cost** _____

Corner Lot: Yes _____ No _____ Square Footage of Accessory Building _____

Accessory Building Size _____ by _____ Height _____

Setbacks in feet from property lines: Front _____ Rear _____ Left _____ Right _____

CHECK ONE: One-family _____ Two-family _____ Multi-family _____ Commercial _____

Indicate type of accessory building: Garage _____ Shed _____ Gazebo _____ Greenhouse _____ Pavilion _____

Other _____ Tent _____ - (Specify dates for tent: From _____ to _____)

Is an existing garage or shed being torn down? Yes _____ No _____ (If garage or shed is 500 sq. ft. or greater, a Raze Permit is required.)

NOTE: This permit is valid for six (6) months for residential projects and two (2) years for commercial projects. It is the applicant's responsibility to call for an inspection prior to the expiration of the permit.

This Box for Office Use Only: Zoning _____ Zoning Review/Approval _____
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<p>Any general contractor* that performs work on a one- or two-family dwelling must possess the following two licenses:</p> <p>1) Dwelling Contractor Certification number _____</p> <p>2) Dwelling Contractor Qualifier Certification number _____</p> <p>Licenses are available through the Department of Safety and Professional Services (DSPS) at: http://dsps.wi.gov</p>

I agree to comply with all applicable codes, statutes, and ordinances, and with the conditions of this permit; understand that the issuance of the permit creates no legal liability, express or implied, on the state or municipality; and, certify that all of the permit information herein is accurate. If I am the property owner applying for an erosion control or construction permit, I have read and signed the attached cautionary statement. I expressly grant the building inspector, or the inspector's authorized agent, permission to enter the premises for which this permit is sought at all reasonable hours and for any proper purpose to inspect the work which is being done.

Dwelling Contractor Qualifier Signature _____ **Date** _____

Homeowner Signature (if Homeowner is Listed as Contractor) _____ **Date** _____

Please Print Name _____

***Note to Property Owners:**

If the owner of the property is listed as the **general** contractor, a license is not required; however, the attached "Cautionary Statement" must be signed by the property owner.

CAUTIONARY STATEMENT TO OWNERS OBTAINING BUILDING PERMITS

101.65(lr) of the Wisconsin Statutes requires municipalities that enforce the Uniform Dwelling Code to provide an owner who applies for a building permit with a statement advising the owner that:

If the owner hires a contractor to perform work under the building permit, and the contractor is not bonded or insured as required under S.101.654(2)(a), the following consequences might occur:

- a) The owner may be held liable for any bodily injury to or death of others or for any damage to the property of others that arises out of the work performed under the building permit or that is caused by any negligence by the contractor that occurs in connection with the work performed under the building permit.
- b) The owner may not be able to collect from the contractor damages for any loss sustained by the owner because of a violation by the contractor of the one- and two-family dwelling code or an ordinance enacted under Sub.(1) (a) because of any bodily injury to or death of others or damage to the property of others that arises out of the work performed under the building permit or because of any bodily injury to or death of others or damage to the property of others that is caused by any negligence by the contractor that occurs in connection with the work performed under the building permit.

CAUTIONARY STATEMENT TO CONTRACTORS FOR PROJECTS INVOLVING BUILDINGS BUILT BEFORE 1978

If this project is in a dwelling or child-occupied facility, built before 1978, then the requirements of Ch. DHS 163 requiring Lead-Safe Renovation Training and Certification apply. For details of how to be in compliance, go to <http://dhs.wisconsin.gov/lead/renovationrules.htm>.



I vouch that I am or will be an owner-occupant of this dwelling for which I am applying for an erosion control or construction permit (of a single-family or two-family dwelling) without a Dwelling Contractor Certification and have read this Cautionary Statement regarding contractor responsibility. (**Note:** This form is not required for general contractors of multi-family or commercial buildings).

Project Address _____

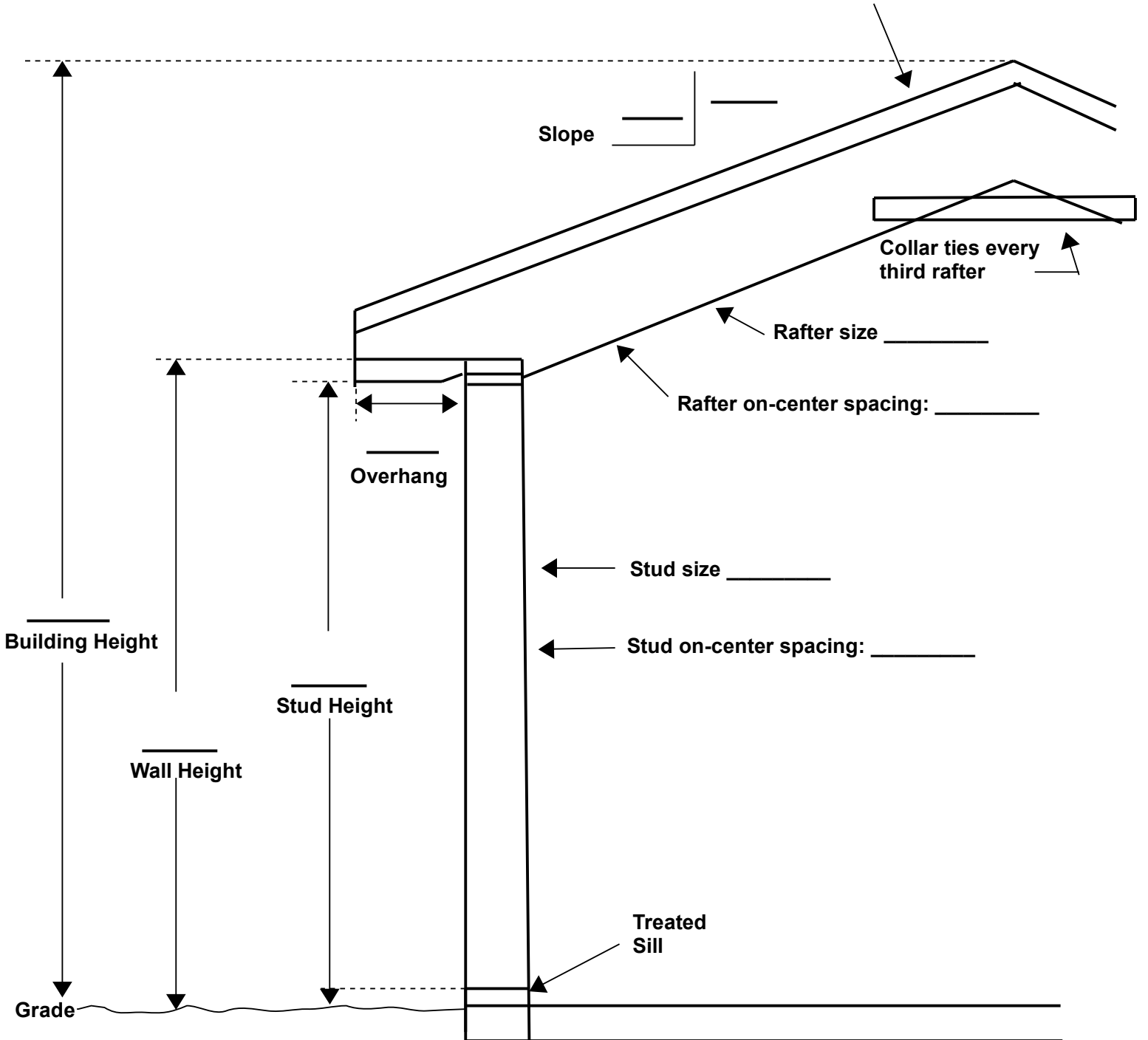
Property Owner's Signature _____ Date _____

Please Print Name _____

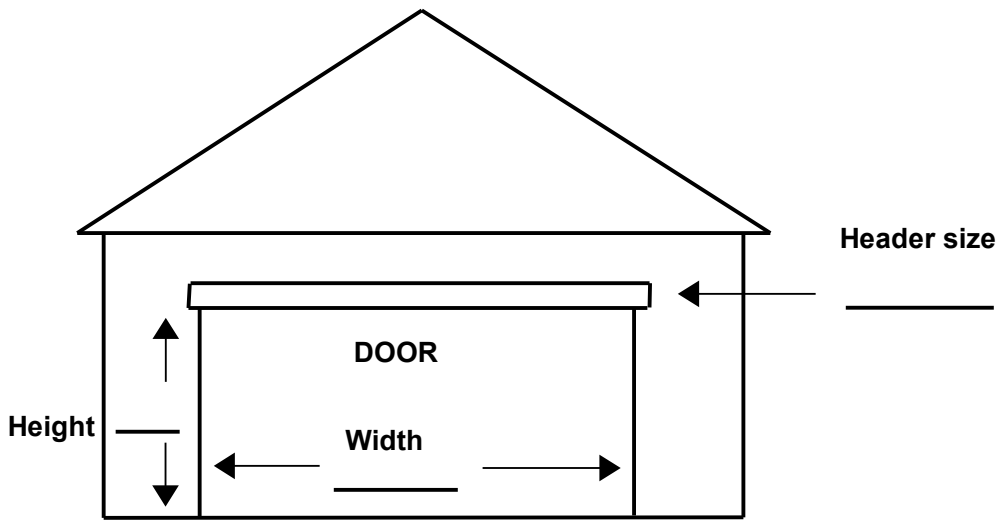
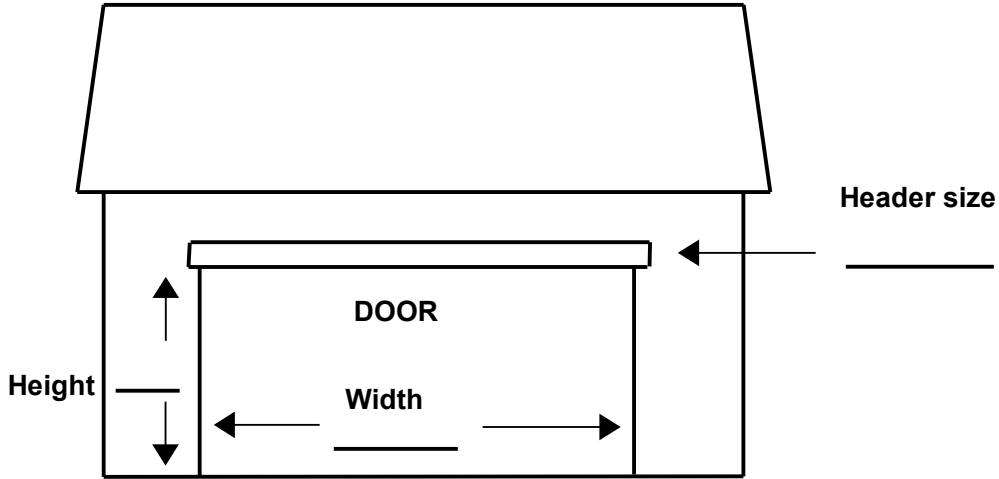
APPLICATION FOR
ACCESSORY PERMIT

Check One:

- Trusses
- Rafters



**APPLICATION FOR
ACCESSORY PERMIT**



ACCESSORY BUILDING INFORMATION SHEET

For Residential Accessory Buildings:

1. The following building setbacks are required, as measured from property lot lines.

Zoning Districts:	Front:	Interior Side:	Side Street Lot Line:	Rear:	Distance From Another Building on Lot:	Maximum Overhang into "Setback" Area:
TRD-1, TRD-2	70' (Unless otherwise approved by CD&I)	4'	15'	4'	5'	16"
RS-1, RM-2, RR-3	70'	4'	20'	4'	5'	16"
RS-2	70'	3'	20'	3'	5'	12"
RD, RM-1	70'	2'	20'	2'	5'	8"
RS-3, RG-1, RG-2	70'	2'	15'	2'	5'	8"

2. Garages in the **RG-1, RG-2, and RS-3** zoning districts shall not exceed the size of the footprint of the house.
3. Any combination of buildings, structures, driveways, aprons, sidewalks, or other surfaces which are impervious to water in lots zoned **RS-1, RS-2, RS-3, RG-1, and RG-2** may not exceed 60% of the total lot area.
4. Any combination of buildings, structures, driveways, aprons, sidewalks, or other surfaces which are impervious to water in lots zoned **RD, RR-1, RR-2, and RR-3** may not exceed 50% of the total lot area.
5. At least three (3) days PRIOR to any digging, call Digger's Hotline at 1.800.242.8511.
6. Maximum allowable building height is sixteen feet (16'), as measured from the grade of the front of the building.
7. The driveway apron (private property) shall maintain a minimum nine foot (9') width, and shall not exceed the width of the driveway approach [Zoning Ordinance 12.0(B)].
8. The total ground area covered by all accessory buildings associated with one- and two-family residential properties, shall not exceed fifteen percent (15%) of the lot area; or, 840 square feet, whichever is less.

Example: Lot width (50') x lot depth (100')
 Total area = 5,000 sq. ft.
 $\times 15\%$
 750 sq. ft. = maximum ground area that can be covered by all accessory buildings.

ACCESSORY BUILDING INFORMATION SHEET

RESIDENTIAL CONSTRUCTION STANDARDS:

- Slab: All organic material to be removed, and a minimum thickness of four inches (4") of concrete is required.
- Base Plate: Single two inch by four inch (2" x 4") pressure treated lumber, with anchor bolts, no less than one-half inch (1/2") in width, spaced no more than eight feet (8') apart.
- Top Plate: Double two inch by four inch (2" x 4") construction grade lumber.
- Wall Studs: Two inch by four inch (2" x 4") construction grade lumber with a maximum spacing of twenty-four inches (24"), and a maximum wall height of ten feet (10').
- Rafters: Maximum spacing of twenty-four inches (24"). Rafter size will vary depending on the span.
- Roofs: Tie-down clips are required.
- Collar Ties: Required at every third rafter, with maximum spacing of forty-eight inches (48").

Note: Dimensions and standards listed above are code requirements. Specific structural conditions must be determined by the owner or contractor, and approved by the building inspector.

INSPECTIONS REQUIRED:

- Footing: When footing is excavated and formed; or, slab is formed and sand/gravel cushion and reinforcement is in place.
- Rough-in: For any plumbing, heating, or electrical work that is involved.
- Framing: When all framing is complete and all mechanical is installed, but before insulating. Garages, where framing will not be covered on the inside, do not require a framing inspection.
- Insulation: When all wall insulation is in place and ceiling and wall vapor barriers are in place.
- Final: When all work is complete and before garage is occupied or used for any purpose.

ACCESSORY BUILDING INFORMATION SHEET

SURVEY REQUIREMENTS FOR CONSTRUCTION OF ACCESSORY BUILDINGS:

Why is a Survey Required?

A property survey is required for all proposed accessory buildings. Land and its improvements are a major financial investment; therefore, all land ownership boundaries, corners, features, and improvements should be located, monumented, and mapped by a property survey and filed in public records. A survey will verify that planned improvements are in compliance with zoning setbacks and coverage requirements.

What is a Property Survey?

A property survey is a detailed plan of the lot with all existing and proposed improvements shown on the plan. (See Exhibit 1)

Who Prepares the Property Survey?

A property survey must be prepared by a Professional Land Surveyor who is licensed through the Wisconsin Department of Safety & Professional Services. The surveyor will stamp and certify the survey document.

What is Required to be Shown on the Survey?

1. The property owner's name, the assessor's parcel number, and the site address.
2. All property lines, all easements (utilities, access, etc.), and site dimensions.
3. Exact location and dimensions of all existing and proposed buildings, distances between existing and proposed buildings, and distances from existing and proposed buildings to all property lines.
4. Lot size and all adjacent public streets, alleys, and roadways.
5. Location of all impervious surfaces on the lot (i.e., patios, sidewalks, existing and/or proposed driveways).
6. Identity of each building by its use (garage, residence, etc.), including decks, retaining walls, etc.
7. Owner must be able to show corner irons on the site to the satisfaction of the building inspector.
8. Proposed drainage patterns and proposed changes to existing yard grade.

This is a guide to the most common questions and problems.
It is not intended, nor shall it be considered, a complete set of requirements.

ACCESSORY BUILDING INFORMATION SHEET

Detached garages may be built with a continuous floating slab of reinforced concrete not less than four inches (4") in thickness. Reinforcement shall be a minimum of number 10 six inch by six inch (6" x 6") wire mesh. The slab shall be provided with a thickened edge all around, eight inches (8") wide and eight inches (8") below the top of the slab. The thickened edge shall have two (2) #4 horizontal reinforcement bars placed at the center. The lower reinforcement bar shall be set two inches (2") above the bottom of the thickened edge; and, the upper reinforcement bar shall be set six inches (6") above the bottom of the thickened edge. Exterior wall curbs shall be provided not less than four inches (4") above the finished ground grade adjacent to the garage. Bolts three-eighths inches (3/8") in diameter with nuts and washers attached, six inches (6") long, shall be embedded three inches (3") in the concrete curb of detached garages, eight feet (8') on centers.

FLOOR SURFACE:

The floor in all private garages shall be of concrete construction and sloped toward the exterior garage door or opening. No openings or pits in the floor shall be permitted, except for drainage.