



ACCESSORY BUILDINGS

One and Two-Family Residential

Plans must be submitted for new or replacement accessory buildings before a building permit can be issued. The plans will be examined by a building inspector to ensure they conform to all relevant building, zoning and right-of-way regulations.

Plan review

Items the building inspector looks for when reviewing plans for accessory buildings are as follows:

- ◆ The total combined gross floor area of all attached garages, attached carports, and/or detached accessory buildings including but not limited to detached garages, detached carports, tool/garden sheds, storage sheds, gazebos or pool houses shall not exceed the total gross floor area of the principal building.
- ◆ Detached Accessory Buildings: the maximum total combined gross floor area of all detached accessory buildings including but not limited to detached garages, detached carports, tool/garden sheds, storage sheds, gazebos or pool houses shall be one thousand six hundred (1,600) square feet.
- ◆ Attached Accessory Buildings: the maximum total square footage allowed for all attached garages, attached carports or any attached accessory building may not exceed a total of 1600 sq. ft. or 35% of the total gross area of the principal building whichever is greater.
- ◆ Garage setbacks are usually measured from the enclosing walls. However, if a detached garage has a carport or covered patio attached, then the setback is measured from the supporting columns of the carport or patio roof. Roof overhangs may extend 24 inches into a required yard or setback.
- ◆ For interior lots, where the accessory building is set back at least 60 feet from the street property line, the setbacks must be at least 3 feet from side and rear property lines, and at least 5 feet from an alley line.
- ◆ A garage may be as close as 5 feet to a house, if adequate fire protective measures are taken. Otherwise, it must be at least 10 feet away.
- ◆ An accessory building cannot be built on a vacant lot.
- ◆ No second floors or dormers are permitted.

Submitting plans

Walk-in service is available for the review of garage plans if you come in when inspectors are available in the office. Office hours are 8:00 to 9:30 a.m. and 12:30 to 1:30 p.m. Monday through Friday. Inspectors are also responsible for making field inspections; therefore they are not in the office at all times. Call 832-6411 to confirm inspector availability.

You need to bring the following materials when applying for a building permit:

1. A **permit application worksheet**, completely filled out and signed.
2. A **certified survey** of your property that shows where the garage will be located, OR a **plot plan** that shows the following:
 - The size and configuration of your lot. All boundary lines must be shown and dimensioned.
 - The location of all buildings and structures on your property, labeled as to use and whether “existing” or “proposed.”
 - The location and names of all abutting streets and alleys.
 - The location of all existing and proposed driveways
 - The distance of your house from abutting street property lines.
 - The distance of your proposed new building from the street property line, the side and rear property lines, and from any other buildings on your property.
 - A wall brace plan from the lumber supplier.
3. A **building cross section** a fill-in drawing is available for a typical garage.
4. The **estimated value** of the project. Include the value of labor even if you are doing it yourself.

Associated permits

- ◆ If you need to demolish an old garage, you can usually include that in the building permit for the new structure. If you don't intend to replace the garage right away, you will need a separate wrecking permit.
- ◆ An electrical permit is required if you provide electrical service to the garage. See attached handout.
- ◆ If the garage is accessed from a street and requires a new driveway, a curb cut permit is required before a building permit can be issued. Call the Department of Public Works-Engineering Division at 920-832-6474 for more information.

Contact Information

City of Appleton
Inspection Division
100 North Appleton Street
Appleton, WI 54911

Phone: 920-832-6411
Fax: 920-832-6464

Updated 3/28/14

Building Permit Application Worksheet
One or Two-Family Residential Accessory Building

-- Must be filled out by applicant --

PLEASE COMPLETE THE FOLLOWING. MISSING ITEMS MAY CAUSE DELAY

New Addition Remodel Detached Garage Detached Storage Shed Other _____

Job Site Address _____ Property ID# _____

Property Owner _____

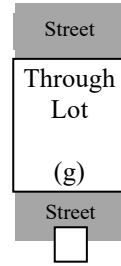
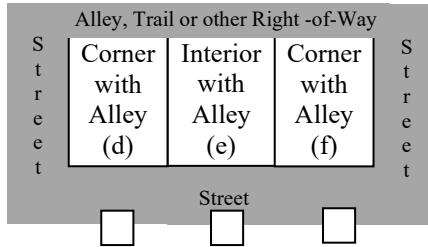
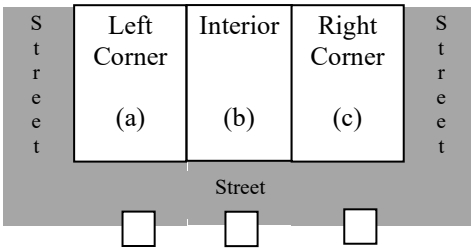
Genl. Contractor _____ State DC# _____ State DCQ# _____

Electrical Contractor _____ No Electrical Work Proposed

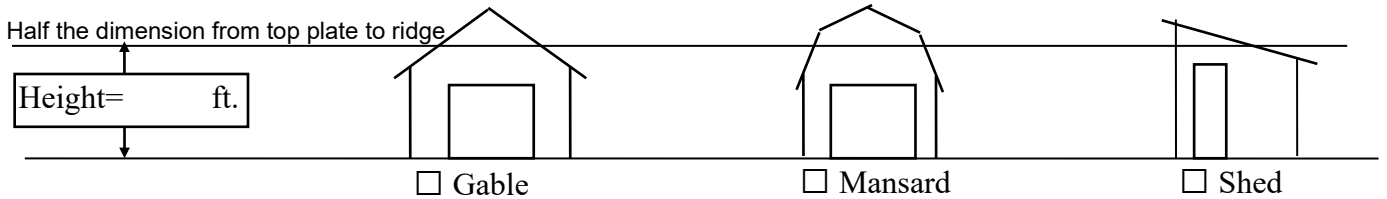
Applicant _____ Applicant's Address _____

City _____ State _____ Zip _____ Day Ph. _____ Cell _____ Fax _____

CHECK LOT FRONTAGE CONDITION:



ENTER THE HEIGHT AND STYLE OF YOUR BUILDING



ANSWER THESE QUESTIONS:

1. Yes No Will this building be used for any commercial or home occupation purpose?
2. Yes No Will you need a new or additional curb cut?
3. Yes No Will this building or addition have more than one story?
4. Yes No Will water or sanitary sewer be provided to this building?
5. Yes No Will this building be used for dwelling purposes?
6. Yes No Will an existing building be removed to make room for the proposed building?
7. Yes No Will the proposed building or addition be moved from another site?
8. Yes No Will the proposed building be constructed as a pole building?
9. Yes No Will the proposed building have a foundation other than a concrete slab?

SIGN IF TRUE:

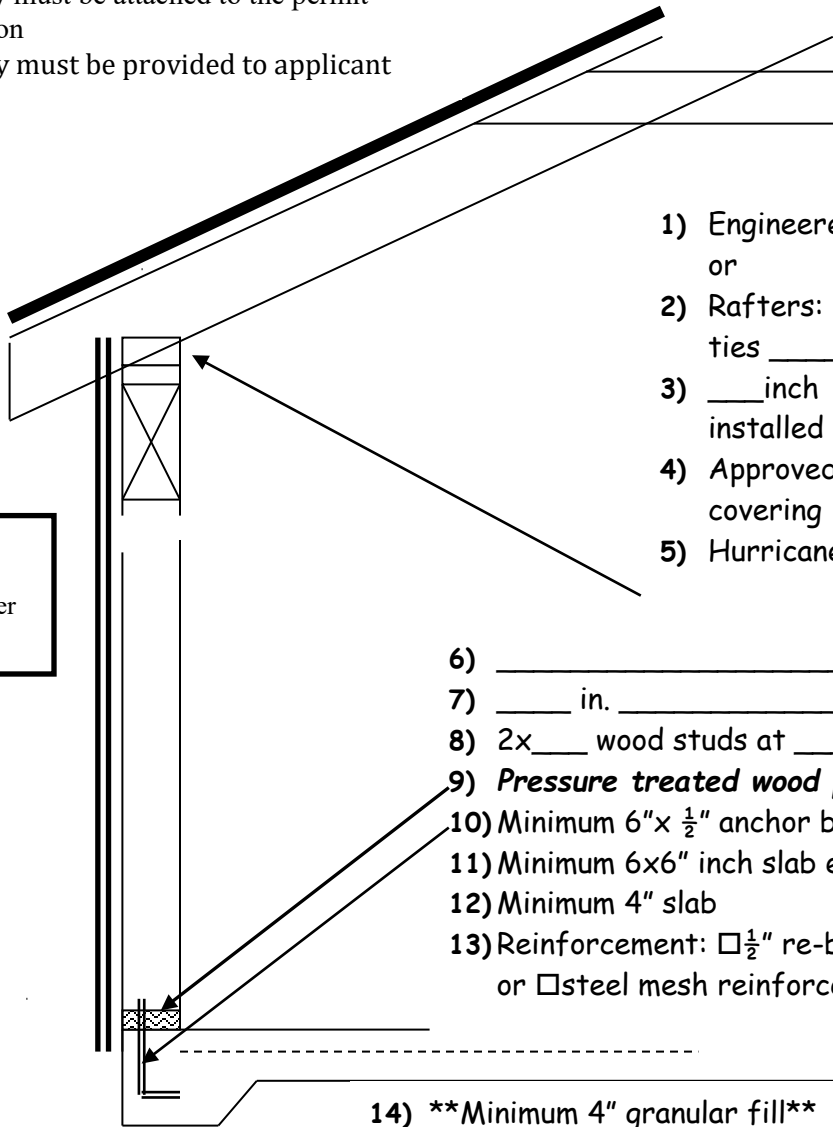
The information above is complete and accurate to the best of my knowledge. I am the owner of subject property or I am legally authorized to apply for a permit on the owner's behalf.

✕ _____
Signature of Applicant Date

Checklist: Typical Wood Frame Garage

- ◆ To be filled out and signed by applicant
- ◆ One copy must be attached to the permit application
- ◆ One copy must be provided to applicant

Note: Roof must be designed for 30# live load.

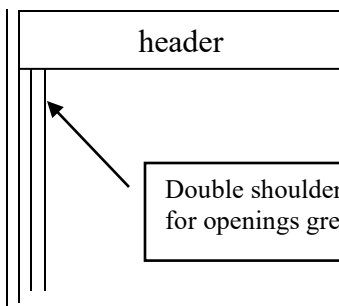


A wall brace plan from a lumber supplier is required.

- 1) Engineered trusses: _____ o.c.
or
- 2) Rafters: 2 X _____ with ceiling joists and collar ties _____ o.c.
- 3) _____ inch _____ (type) sheathing installed per manufacturer's specification.
- 4) Approved _____ (type) roof covering installed over 15# felt underlayment.
- 5) Hurricane clips or approved fasteners.

- 6) _____ (type) siding
- 7) _____ in. _____ (type) wall sheathing
- 8) 2x _____ wood studs at _____ inches o.c.
- 9) **Pressure treated wood plate**
- 10) Minimum 6"x 1/2" anchor bolts @ maximum 6'oc
- 11) Minimum 6x6" inch slab edge
- 12) Minimum 4" slab
- 13) Reinforcement: 1/2" re-bar @ 24"oc (both ways)
or steel mesh reinforcement.

14) ****Minimum 4" granular fill****



Double shoulder studs required for openings greater than 6'

Overhead Door Header

15) Width of opening ? _____ ft.

16) Header carries roof load? yes no

17) Describe header:

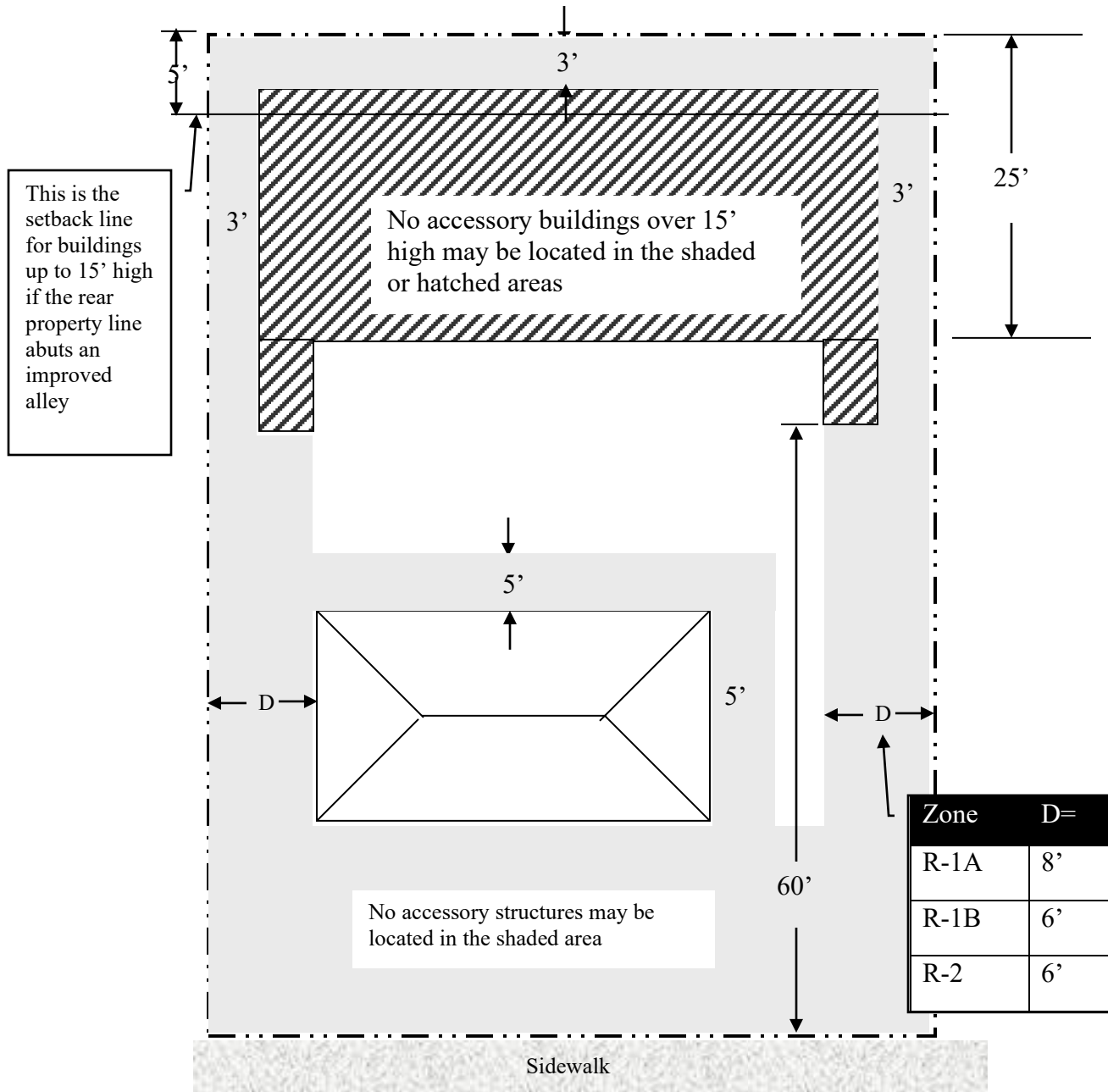
18) Shoulder Studs: Single Double



Submitter:

Signature
Date

DIAGRAM 101. ZONING

Location of an Accessory Building on a Typical Interior Lot



-  Unbuildable areas (setbacks) for all accessory buildings
-  Additional unbuildable areas (setbacks) for accessory buildings over 15 feet in height.

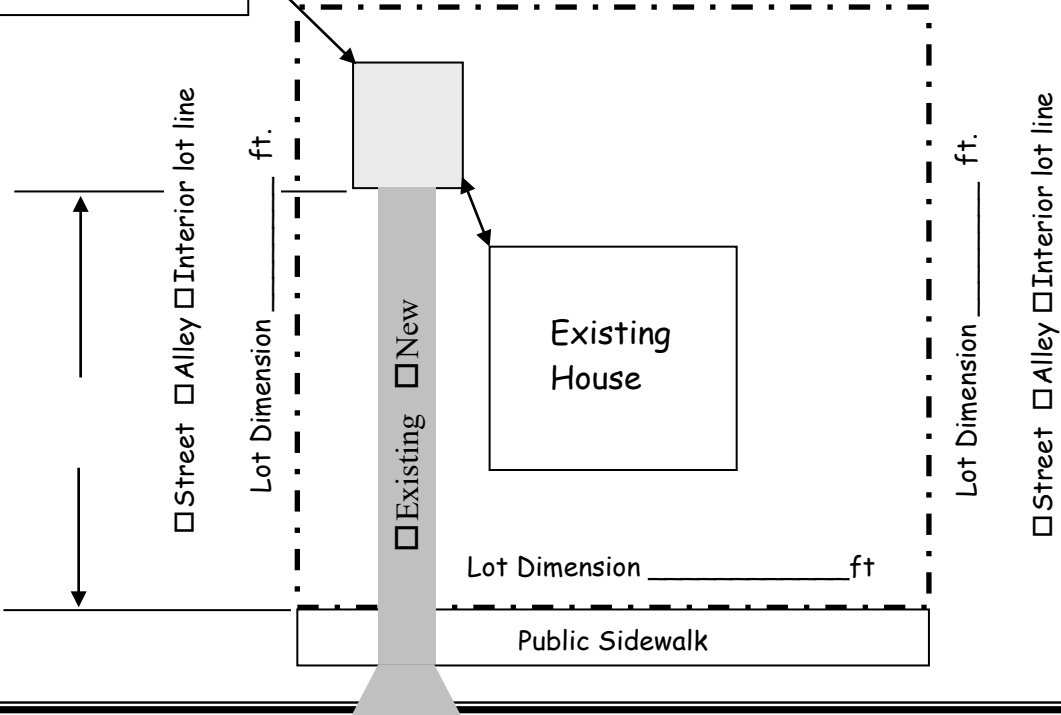
Note: Accessory buildings over 20' high are not permitted

Proposed Bldg:

Ht. (grade to ridge)
_____ ft.

Street Alley Interior lot line

Lot Dimension _____ ft.



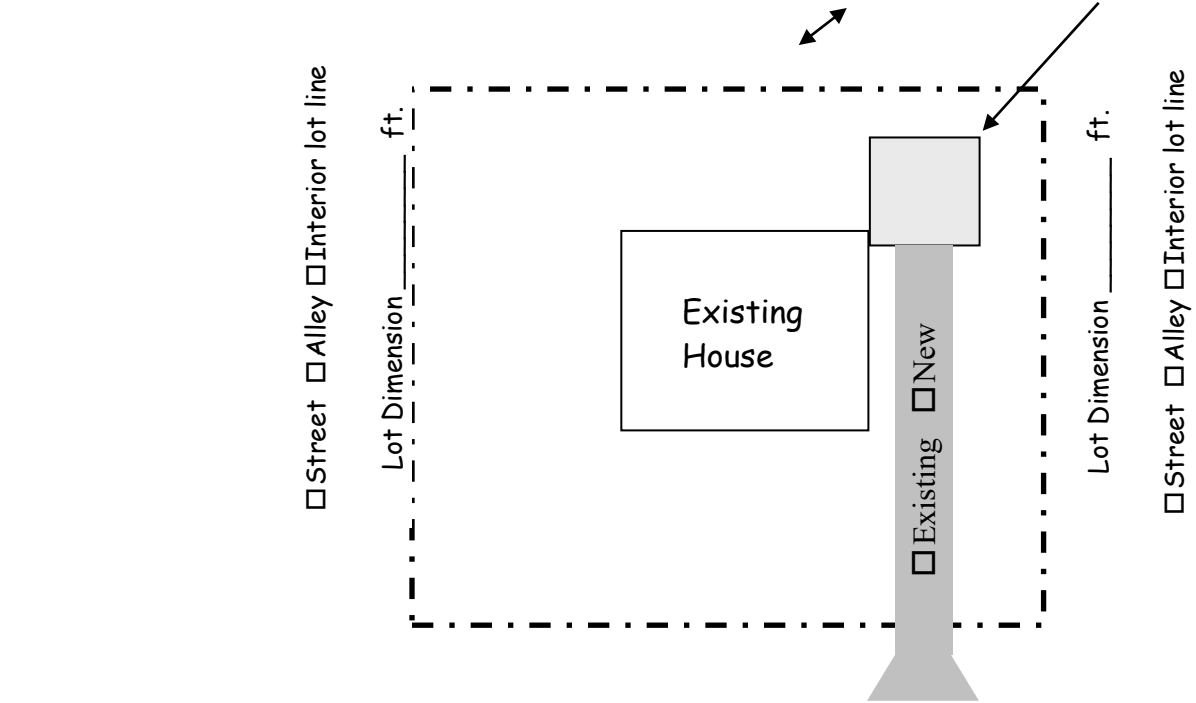
Street Name: _____

Street Alley Interior lot line

Lot Dimension _____ ft.

Proposed Bldg:

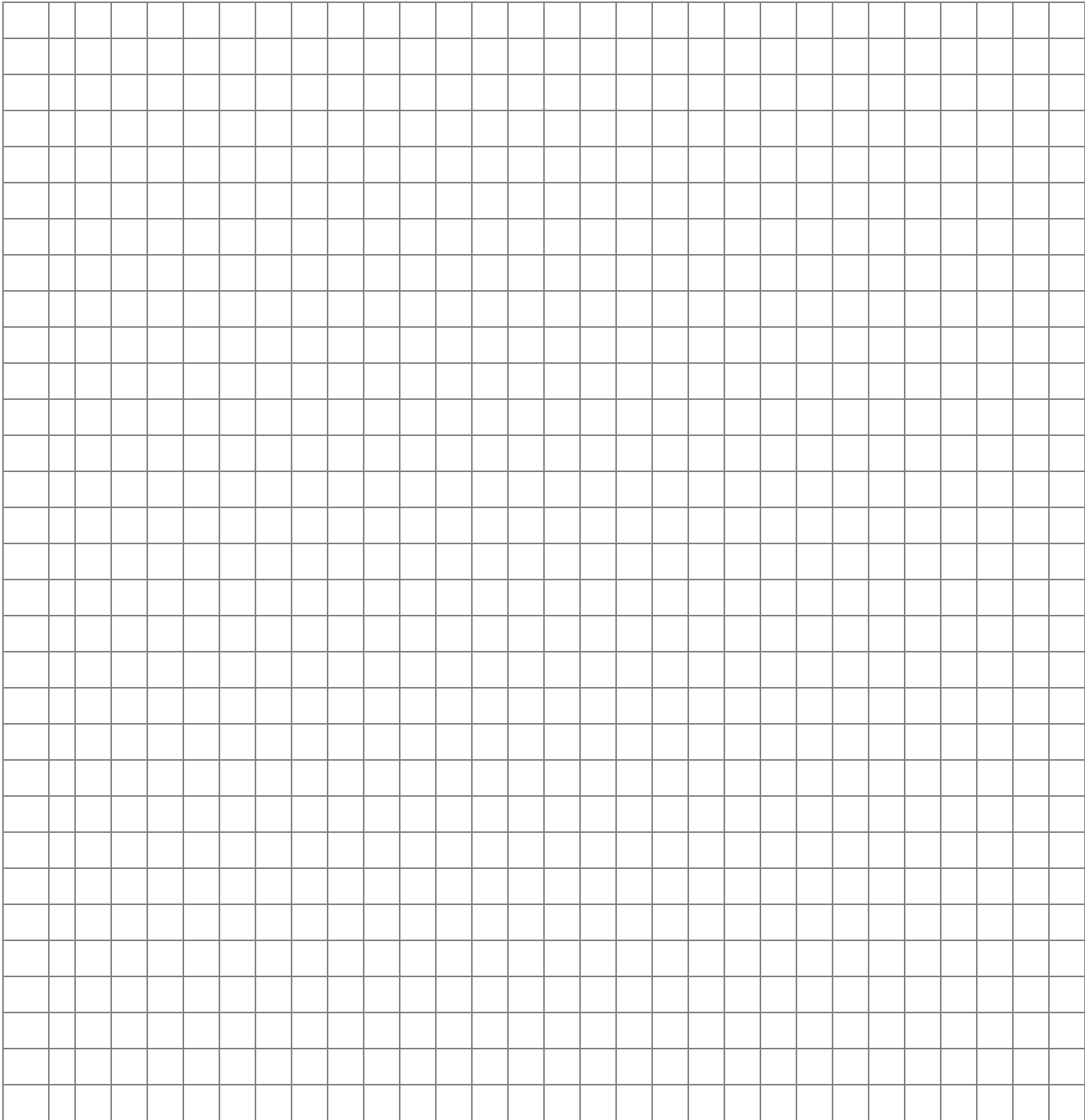
Ht. (grade to ridge)
_____ ft.



Street Name: _____

1. All lines must be drawn with a straightedge. Free hand drawings cannot be accepted
2. All lot lines and all buildings must be shown and dimensioned. Partial plot plans cannot be accepted.
3. Driveway(s) and curb cuts must be shown and labeled "proposed" or "existing".
4. Irregular shaped lots must be drawn to scale.

5 Foot Grid



PLOT PLAN

Project:

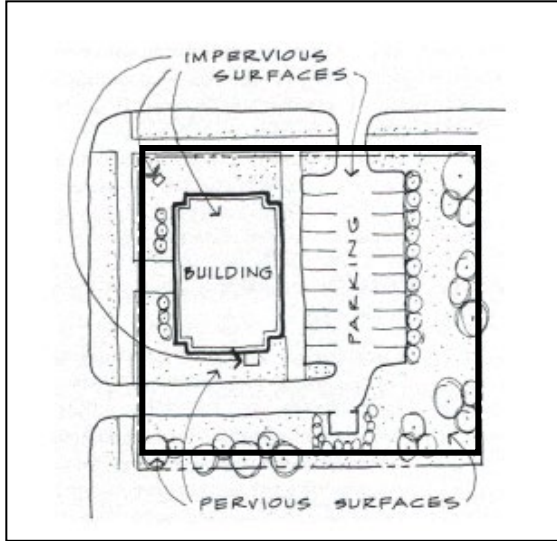
Scale: 1" = _____ Ft.

Address:

Foundation Note

An accessory building of greater area than 100 square feet must have a concrete slab foundation.

Calculation: Impervious surface ratio.



Impervious surface means an area that releases, as runoff, all or a large portion of the precipitation that falls on it, except for frozen soil. Rooftops, sidewalks, driveways and parking lots are examples of surfaces that are typically impervious. Surfaces in the public right-of-way, such as a street, driveway apron or public sidewalk, are not counted in this calculation—only areas on your property.

Impervious surface ratio means the measure of intensity of land use, determined by dividing the total of all impervious surfaces on a site by the gross area of the site.

Required for new buildings of any kind, additions, porches, patios, driveways, and walks—anything

impervious to water.

MAXIMUM LOT COVERAGE: R1A 40%, R1B 50%, R1C 75%, R2 60%

Component	Area (square feet)
1. House (including porches, patios, attached garage)	Sq. ft
2. New Detached Garage	Sq. ft
3. Storage shed	Sq. ft
4. Driveway	Sq. ft
5. Sidewalks (private)	Sq. ft
6. Total of all impervious surfaces on the site (sum of lines 1-5)	Sq. ft
7. Gross area of the site (lot area)	Sq. ft
Impervious surface ratio (line 6 ÷ line 7 X 100= %)	%

Example: If #6 is 4,000 and #7 is 10,000 the ratio would be $4,000 \div 10,000 \times 100 = 40\%$