



ACCESSORY STRUCTURE GUIDE

CITY OF WAUPACA

The following information in this packet is provided to help guide you through the permit application process. This packet will also provide you with information regarding general requirements and approved locations.

Pages 2-3: Permit Application Guide

Page 4: Permit Application

Page 5: Submittal and Zoning Requirements

Pages 6-7: Sample Building Drawings





PERMIT APPLICATION GUIDE

CITY OF WAUPACA

Accessory Structure Permit Guide:

This guide was developed to help direct you through the permit application process. Following the steps below will help to expedite the issuance of your permit.

1. Completely fill out the Attached Permit Application.

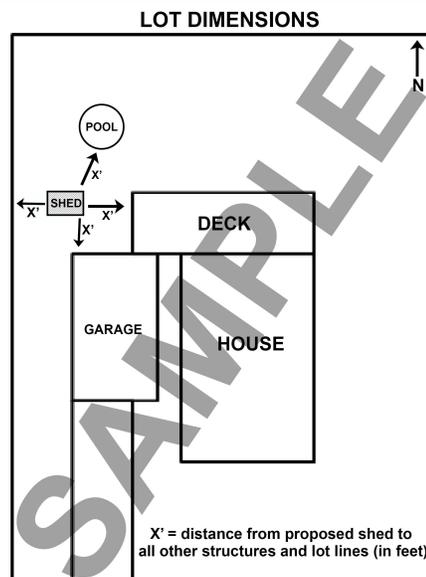
Provide a detailed description of all proposed work. Please refer to page 5 of this packet to review the required information needed when submitting for an accessory structure permit. If you have specific zoning questions please contact the Community and Economic Development Department.

2. Provide Site Plan.

The plans shall include but are not limited to the elements listed on the permit application. City staff hold the right to require additional elements as needed. Below is a basic sample site plan that is **not** all-inclusive.

3. Provide Drawings.

Please refer to pages 5-7 of this packet to review the required information needed when submitting for a permit. Pages 6-7 are sample drawings that depict the required information the Building Inspector will need for the review process. If you have specific zoning questions please contact the Community and Economic Development Department at 715-258-4404.



This site plan is meant to visualize some of the elements needed for a permit, **it is not meant to be all-inclusive**. Heights, dimensions, roadways and other elements must be drawn to scale in order for a permit to be issued.

Underground Utilities: Call Diggers Hotline 3 Work Days Before You Dig! # 1-800-242-8511

4. Apply for the Permit

Please plan ahead and pick one of the following methods to apply for your permit. We suggest that you apply for the permit a minimum of 2 weeks prior to your start date. Make sure all of the required information listed above is included and submit it to the Community and Economic Development Department using one of the methods listed below:

Drop Off:

Completed applications may be dropped off at the Community and Economic Development Department anytime Monday through Friday from 7:30am-4:00pm. The department will review your submittal and contact you if further information is required. The permit will not be issued at the same time the application is being submitted to the Community and Economic Development Department.

By Email:

cedinfo@cityofwaupaca.org

By Mail:

City of Waupaca
Community and Economic Development Department
111 S. Main St.
Waupaca, WI 54981

5. Permit Fees

Submit the applicable permit fees once the permit is approved by the Community and Economic Development Department. After the permit is approved, the department will notify you of the total permit fees to be paid upon pick-up of the permit. Permit fees are based upon the City of Waupaca Fee Schedule.

Fees can be paid using cash, check or credit card.

A COPY OF THE PERMIT MUST BE DISPLAYED IN THE FRONT WINDOW BEFORE WORK BEGINS.

This handout was developed by the City of Waupaca as a basic plan submittal guide. It is not intended to cover all circumstances. Check with the Community and Economic Development Department for additional requirements that may apply to your specific project.



**CITY OF WAUPACA
DEPARTMENT OF INSPECTION
111 S. MAIN STREET
WAUPACA, WI 54981
PHONE: 715-258-4404 · FAX: 715-258-4426**

DATE: _____

APPLICATION FOR ACCESSORY STRUCTURE PERMIT

PROPERTY OWNER'S NAME: _____
MAILING ADDRESS: _____
PHONE NO: _____ **EMAIL ADDRESS:** _____

APPLICANT'S NAME*: _____
MAILING ADDRESS: _____
PHONE NO: _____ **EMAIL ADDRESS:** _____
 *IF TENANT IS APPLYING FOR PERMIT, A SIGNATURE IS NEEDED FROM PROPERTY OWNER ALLOWING PROJECT.

CONTRACTOR'S NAME: _____ **PHONE NO:** _____
MAILING ADDRESS: _____ **EMAIL ADDRESS:** _____
DWELLING CONTRACTOR LICENSE #: _____ **EXPIRATION DATE:** _____
DWELLING CONTRACTOR QUALIFIER #: _____ **EXPIRATION DATE:** _____

If electrical or plumbing installation is being completed, separate permits are required.

<p>PROJECT LOCATION:</p> <p>Project Address: _____ Parcel No: _____ Zoning District(s): _____ Estimated Cost: _____ Total Lot Area (acreage): _____ Existing Attached Garage? <input type="checkbox"/> No <input type="checkbox"/> Yes Existing Accessory Structures? <input type="checkbox"/> No <input type="checkbox"/> Yes • How Many? _____</p>	<p>PROJECT SPECIFICS:</p> <p>Structure total area _____ sq. ft. Structure height _____ ft.</p> <p>PROJECT TYPE:</p> <p><input type="checkbox"/> Detached Garage <input type="checkbox"/> Shed <input type="checkbox"/> Other</p>	<p>OCCUPANCY:</p> <p><input type="checkbox"/> 1 or 2 Family <input type="checkbox"/> Commercial <input type="checkbox"/> Other: _____</p>
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DESCRIPTION OF WORK: _____

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.

NOTICE: The City of Waupaca permit only authorizes construction/use pursuant to City ordinances and regulations. The construction/use contemplated by this application may require approvals and/or permits under County or State rules, regulations and ordinances. It is the sole responsibility of the owner/applicant to obtain such approvals/permits. The applicant certifies that the information provided is accurate. A permit is void if issued in error or under a misstatement of fact.

APPLICANT'S SIGNATURE: _____ DATE: _____

PROPERTY OWNER'S SIGNATURE (IF APPLICABLE): _____ DATE: _____

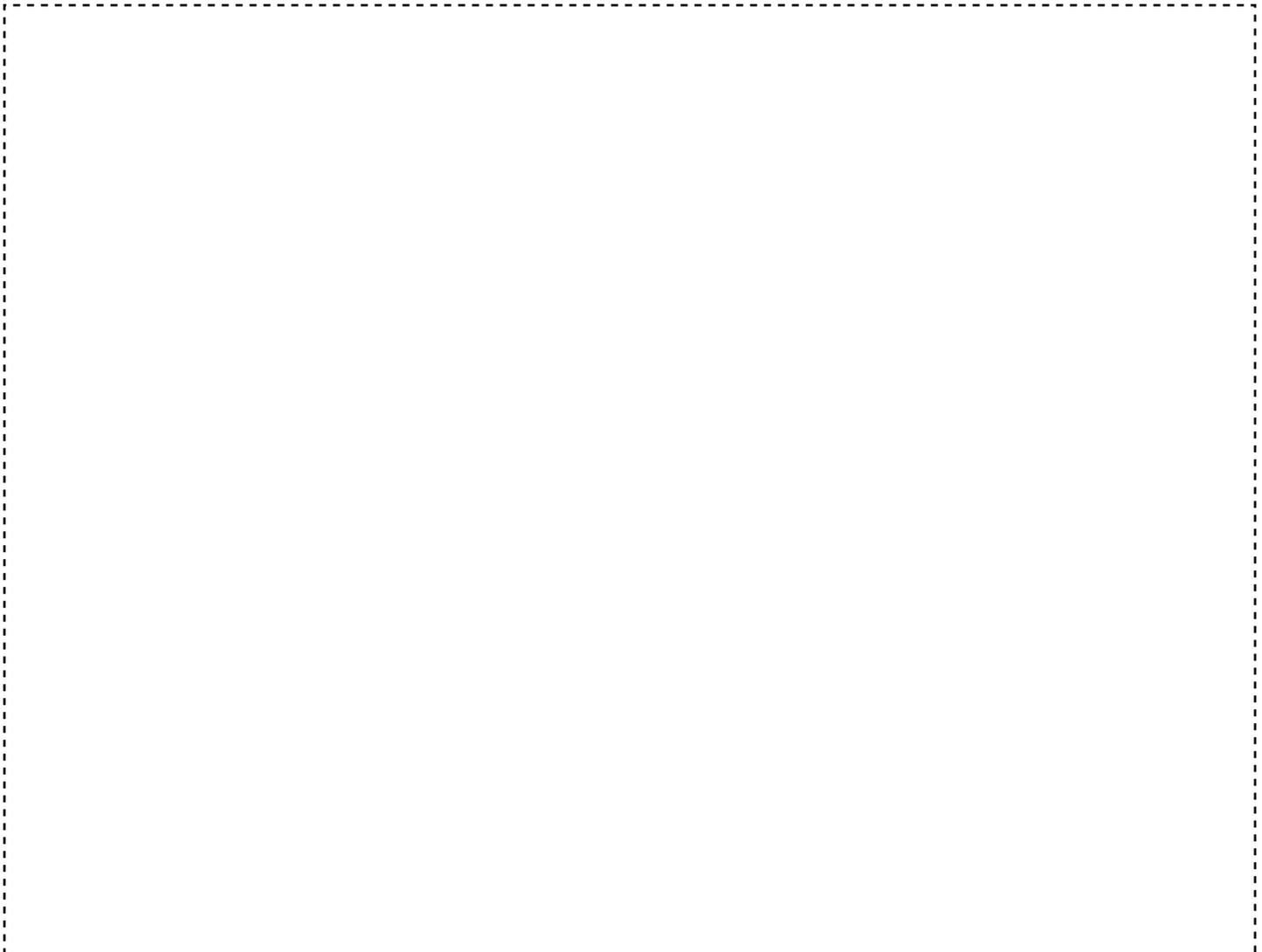
FOR OFFICE USE ONLY: FEE: _____ **PAID:** _____ **DATE:** _____ **INITIALS:** _____

Site Plan Checklist

- Physical dimensions of the lot and location of property lines.*
- Location of all streets and alleys adjacent to the property
- Location of existing structures
- Driveway and parking locations
- Location of proposed structure(s)
- Height of proposed structure(s)
- Open space calculation of property
- Distances of proposed structure(s) to all property lines and structures from farthest projection point
- Vision corners (streets, alleys and driveways)
- Floodplain and/or wetland areas
- Location of existing septic tank and drain field and/or well (if applicable)
- Easements (if applicable)

**All dimensions shown relating to the location and size of the lot shall be based upon an actual survey by a licensed surveyor. This may require a plat of survey, recorded plat or recorded certified survey map be created if one does not already exist.*

Site Plan



If referencing ordinance requirements for **residential** properties, please see Section 17.110(7) of the Municipal Code. All other ordinance requirements for **non-residential** properties can be found in the property's zoning district section.

Sample Building Drawings

The drawings below show necessary information needed to be included with the application. The drawings within the guide are meant to be samples and additional information may be needed prior to a permit being issued.

DRAWN BY: DATE:	
OWNER:	
BUILDERS:	
PRODUCT:	
SHEET 1 OF 1 JOB NO.	

The drawings include a floor plan on the left showing a rectangular building with a gabled roof. It features two doors and a window. Labels include 'Door detail', 'Door locations, size and header size', 'Window locations, size and header size', 'Length', and 'Width'. To the right are two elevations and two sections. The top two drawings are elevations showing the gabled roof and window placement. The bottom two drawings are sections showing the interior structure and a 'total height' dimension.

Sample Building Drawings

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