



COMMERCIAL TEMPORARY 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: Site Plan Checklist and Drawing

Page 6: Zoning Requirements





PERMIT APPLICATION GUIDE

CITY OF WAUPACA

Temporary 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.

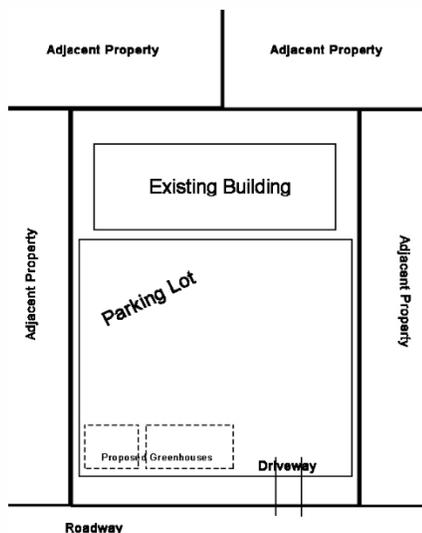
Provide a detailed description of all proposed work. Please refer to page 5 of this packet to review the required information needed when submitting for a commercial temporary structure permit. If you have specific zoning questions please contact the Community and Economic Development Department.

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 5-6 of this packet to review the required information needed when submitting for a permit. 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 COMMERCIAL TEMPORARY STRUCTURE

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

CONTRACTOR'S NAME: _____ **PHONE NO:** _____
LICENSE NO: _____ **EMAIL:** _____
MAILING ADDRESS: _____

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

PROJECT LOCATION:
Project Address: _____
Parcel No: _____
Zoning District(s): _____
Estimated Cost \$: _____
Electrical, Plumbing or HVAC included? Yes* No ***Separate permits are required**

PROJECT TYPE:

- Festival
- Outdoor Sale of Seasonal Agriculture
- Outdoor Temporary Merchandise Sales
- Outdoor Greenhouse
- Wedding Tent
- Other Temporary Structure: _____

Will food be served? Yes No
Will alcohol be served? Yes No

PROJECT SPECIFICS:

Dates Requested: From _____ to _____
Total Days: _____
Hours of Operation: _____ am/pm to _____ am/pm
Tents: No Yes*, Number: _____
Sizes: _____
***All tents must have a fire rating of NFPA 701**

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.

***IF TENANT IS APPLYING FOR PERMIT, A SIGNATURE IS NEEDED FROM PROPERTY OWNER ALLOWING PROJECT.**

APPLICANT'S SIGNATURE: _____ DATE: _____

PROPERTY OWNER'S SIGNATURE: _____ DATE: _____

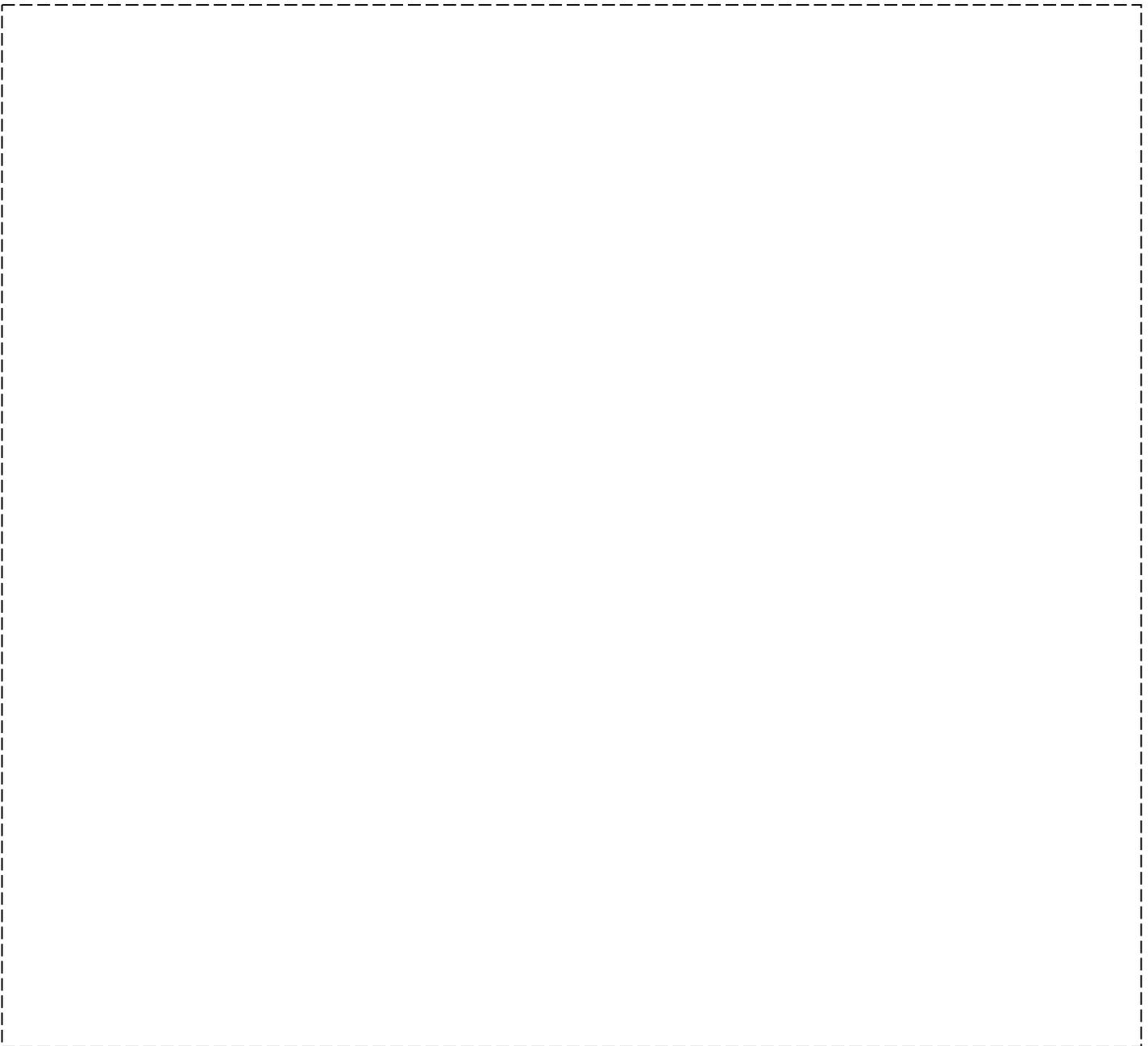
FOR OFFICE USE ONLY: FEE: _____ PAID: _____ DATE: _____ INITIALS: _____

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 and height of proposed structure(s)
- All other properties within 200 feet of the property proposed for the temporary structure
- 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.*

SITE PLAN DRAWING



Please refer to section 17.103(1)(b) of the City of Waupaca Municipal Code for all applicable ordinance requirements.



ZONING CODE REQUIREMENTS

CITY OF WAUPACA

ZONING CODE REQUIREMENTS:

Temporary structures located within commercial and industrial zoning districts shall be controlled by the following regulations: (for reference in the code, Section 17.103(1)(b))

1. Permit and Timeframe.

- a. No permit is required for temporary structures which are erected for a period of up to 14 days.
- b. No permit is required for temporary buildings, trailers, equipment and signs necessary for construction purposes and for the temporary storage of building materials and equipment, for a period not to exceed the duration of such construction, provided a building permit has been issued for a permanent structure and that such temporary structures are not used for living purposes.
- c. A permit is required for all temporary structures to be erected for a period of 15 days up to 180 consecutive days.

2. Application Requirements. All applications for proposed temporary structures shall be approved as complete by the Zoning Administrator prior to certification of the proposed temporary structures. Said complete application shall be comprised of all of the following:

- a. A site map/sketch of the subject property showing all lands for which the temporary structure is proposed, and all other lands within 200 feet of the boundaries of the subject property. Said map shall clearly indicate the current structures on the subject property and its environs. All lot dimensions of the subject property, setbacks for the temporary structure, a graphic scale, and a north arrow shall be provided.
- b. A written description of the proposed temporary structure(s) describing the type of activities, buildings, and structures proposed for the subject property and their general locations.

3. Approval by the Zoning Administrator. Approval of a temporary structure shall be by the Zoning Administrator following review of said complete application per subsection 2. above.

4. Fee. A fee shall be required for a temporary structure permit per the approved fee schedule.

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