



ACCESSORY STRUCTURE GUIDE

CITY OF WAUPACA

Apply for the Permit

Please plan ahead when applying 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 is included and submit to the Department by email: cedinfo@cityofwaupaca.org





**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:** _____

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 of the gabled roof, showing the roof pitch and window placement. The bottom two drawings are sections showing the interior and exterior walls, with a 'total height' dimension line at the bottom right.

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