



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: 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: Structure total area _____ sq. ft. Structure height _____ ft.</p> <p>PROJECT TYPE: <input type="checkbox"/> Detached Garage <input type="checkbox"/> Shed <input type="checkbox"/> Other</p>	<p>OCCUPANCY: <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: _____
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Sample Building Drawings

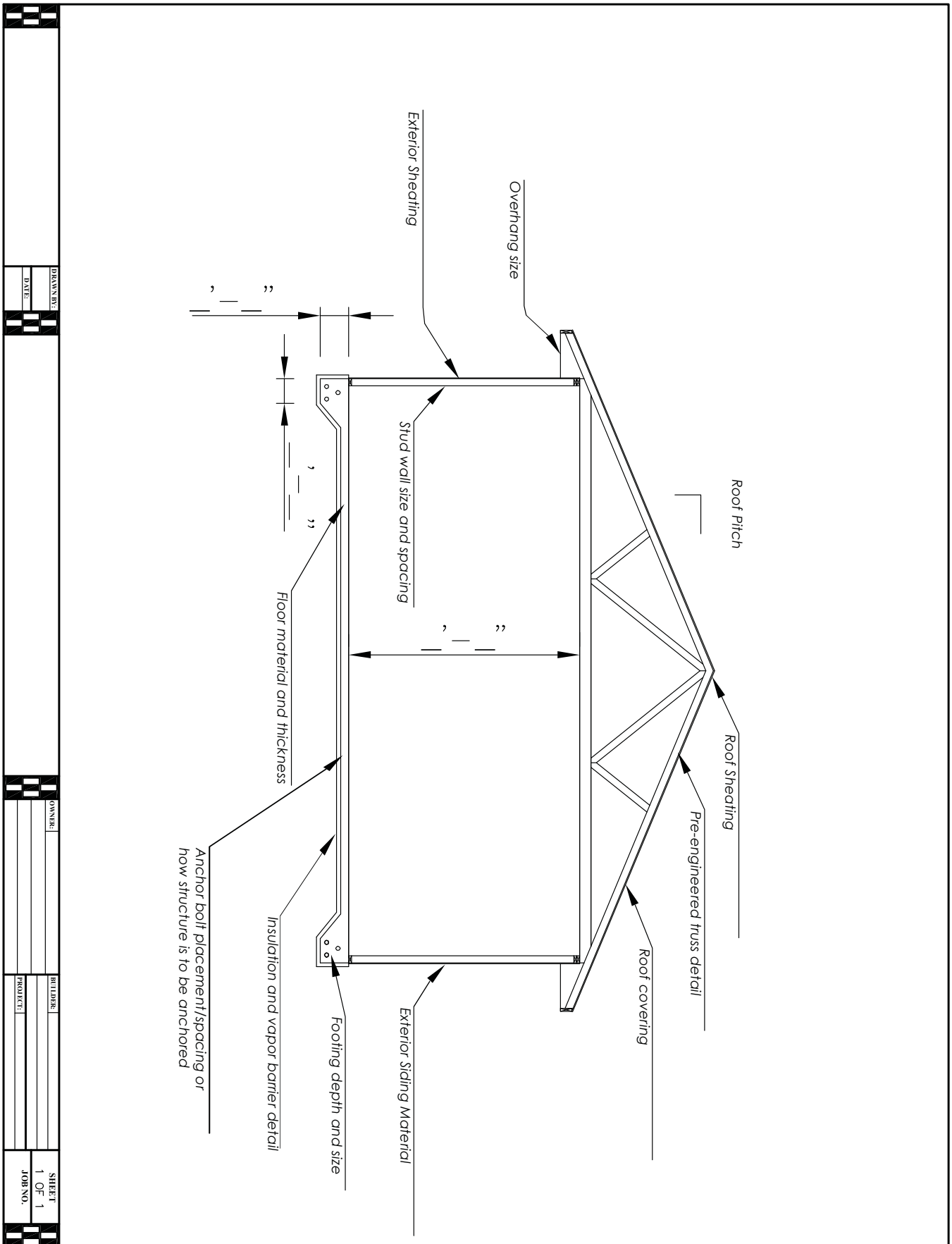
The drawings below show necessary information needed to be included with the application. The drawings within the guide are meant to be samples and additional information may be needed prior to a permit being issued.

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

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:		OWNER:		SHEET	
DATE:		BUILDING:		1 OF 1	
		PROJECT:		JOB NO.	



**Community &
Economic Development**

Community & Economic Development
111 S. Main Street • Waupaca, WI 54981
jarod.rachu@waupacawi.gov
www.cityofwaupaca.org
715.942.9912

APPLICATION for SITE PLAN REVIEW - RESIDENTIAL

Notice: Please complete the Application in full. The City of Waupaca cannot accept an incomplete Application Form or Application Packet lacking all required information.

Contact Information:

Property Owner: _____

Address: _____

Phone: _____ Email: _____

Applicant* (if different from Property Owner): _____

Address: _____

Phone: _____ Email: _____

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

Contractor (as applicable): _____

Address: _____

Phone: _____ Email: _____

Electrician (as applicable): _____

Address: _____

Phone: _____ Email: _____

Plumber (as applicable): _____

Address: _____

Phone: _____ Email: _____

Type of Land Use (please check):

Single-Family Dwelling: _____

Two-Family Dwelling: _____

Property Description:

Property Address: _____

The property is currently: Developed _____ Undeveloped _____

Open Space:

As per Chapter 17.902(138) of the City of Waupaca Zoning Ordinance (hereafter, zoning ordinance), 'Open Space' is defined as: 'The areas of a lot which contain permeable surfaces and shall remain unbuilt and shall not be used for parking, storage, access drives, or display. The use of gravel or pavers shall not be considered permeable surface for the calculation of open space. Open space represents many different landscaping elements, including greens, quadrangles, lawns, hedgerows, gardens, pathways/walkways, groves, wooded areas, fields, and natural areas.

Percent of property maintained as open space: _____%

Single-Family and Two-Family Building Design Standards:

Structures:

The color and appearance of Accessory Structures other than Transitory Accessory Structures shall be compatible with the Principal Structure.

Entries:

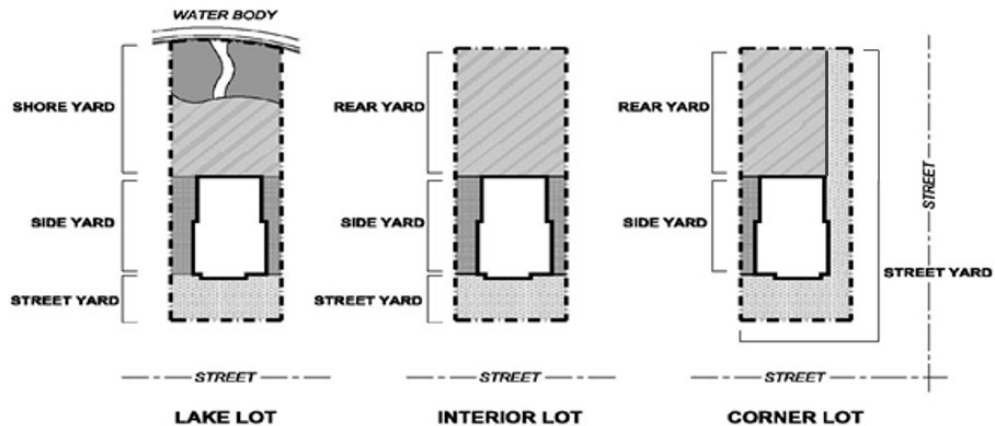
All structures shall have the main or front entries oriented towards and visible from the street or entrance court.

Attached Garages:

Garages and garage doors shall be scaled appropriately to the size of the Principal Structure. The main mass of the garage shall be complementary and subordinate to the main mass and positioning of the Principal Structure.

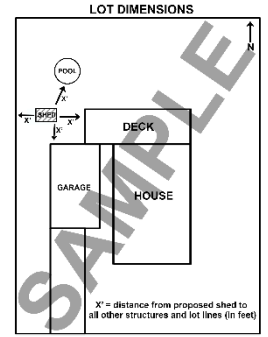
No more than 70% of a street facing building façade shall be made of garage doors.

Yard Type Illustration:



Please label and depict the following on the site plan (can be drawn or printed):

- Physical dimensions of the lot and location of property lines
- Location of all streets and alleys adjacent to the property
- Vision corners (streets and alleys driveways)
- Driveway and parking locations
- Location of All existing structure(s)
 - o Primary (SF & 2F)
 - o Accessory (porch, deck, garage, pool and the like)
- Size of primary structure
- Location of proposed structure(s) *indicate as proposed*
- Size of proposed structure(s)
- Height of proposed structure(s)
- Distance of proposed structure(s) to all property lines and structures from farthest projection point
- Open space calculation of property
- Floodplain/Wetland areas (if applicable)
- Location of existing septic tank and drainfield and/or well (if applicable)
- Easements (if applicable)



Please be aware that restrictive covenants may pose additional regulations.

Please use the space provided for site plan or include as an attachment.

Large dashed rectangular area for drawing the site plan.

Additional Information:

Additional information, as applicable, shall be included as an attachment to the Application.

It is the Owner’s responsibility to determine property line location and location of easements and to ensure proposed structures comply in all respects with the requirements of the zoning ordinance. Any issues that arise are the sole responsibility of the property owner.

Additional plans and data may be required when determined by the Zoning Administrator to be necessary in order to complete a thorough and efficient review. Certain submission requirements may be waived when determined by the Zoning Administrator to be superfluous.

Submittal Format:

A digital copy of the Application and associated materials shall be submitted in PDF or compatible format unless otherwise requested by the Zoning Administrator.

Commencement of Construction:

No project shall commence construction prior to the issuance of a Site Plan Permit under Chapter 17: Zoning Regulations, a Building Permit under Chapter 14: Building Code, other applicable City of Waupaca permits, or any required State or Federal approvals.

Substantive Changes:

Any substantive change to the use of this parcel and its structures or the addition of new structures shall require an amendment to the authorized site plan.

Other Permits:

The information, data, and plans required in this Application, and the approval, conditional approval, or denial of said Application, are specific to the Zoning Ordinance. Additional approvals may be required under Chapter 14: Building Code, or by the Department of Public Works and other City Departments under applicable chapters of the City of Waupaca Code of Ordinances.

Signature and Certification:

I certify the information presented on this Application and the drawings, plans, and other materials included therein are, to the best of my knowledge, complete and in accordance with the Zoning Ordinance.

Applicant Signature: _____ Date: _____

Consultant Fees:

The City may retain the services of professional consultants (including planners, engineers, architects, attorneys, environmental specialists, recreation specialists, and other experts) to assist in the review of a proposed site plan. The submittal of this Application shall be construed as an agreement to pay for such professional review services applicable to the proposal. The City may apply the charges for these services to the petitioner. The City may delay acceptance of this Application as complete, or may delay final approval, until the petitioner pays such fees. Review fees which are applied to a petitioner, but which are not paid, may be assigned by the City as a special assessment to the subject property. The Petitioner shall be required to provide the City with an executed copy of a professional services reimbursement form as a prerequisite to the processing of the development application.

OFFICE USE ONLY		
Tax Key No.: _____	Zoning District: _____	Lot Size: _____
Fee: _____	Receipt Number: _____	Date Paid: ____ / ____ / ____
Ruling: Approved: _____ Denied: _____		