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
-- 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 ____________________________________________________________________________________

Gen. 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:**

- [ ] Left Corner (a) Interior (b) Right Corner (c)
- [ ] Alley, Trail or other Right-of-Way
  - [ ] Corner with Alley (d) Interior with Alley (e) Corner with Alley (f)
  - [ ] Street Through Lot (g)

**ENTER THE HEIGHT AND STYLE OF YOUR BUILDING**

- Height= ______ ft.

- [ ] Gable
- [ ] Mansard
- [ ] Shed

**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 by 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

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 ½” anchor bolts @ maximum 6’oc
11) Minimum 6x6” inch slab edge
12) Minimum 4” slab
13) Reinforcement: □ ½” re-bar @ 24”oc (both ways)
    or □ steel mesh reinforcement.

14) **Minimum 4” granular fill**

Overhead Door Header

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

This is the setback line for buildings up to 15’ high if the rear property line abuts an improved alley.

No accessory buildings over 15’ high may be located in the shaded or hatched areas.

No accessory structures may be located in the shaded area.

Note: Accessory buildings over 20’ high are not permitted.

Unbuildable areas (setbacks) for all accessory buildings.

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

Zone | D |
-----|---|
R-1A | 8’ |
R-1B | 6’ |
R-2  | 6’ |
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.

<table>
<thead>
<tr>
<th>PLOT PLAN</th>
<th>Project:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scale: 1&quot; = _____Ft.</td>
<td>Address:</td>
</tr>
</tbody>
</table>
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%**

<table>
<thead>
<tr>
<th>Component</th>
<th>Area (square feet)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. House (including porches, patios, attached garage)</td>
<td>Sq. ft</td>
</tr>
<tr>
<td>2. New Detached Garage</td>
<td>Sq. ft</td>
</tr>
<tr>
<td>3. Storage shed</td>
<td>Sq. ft</td>
</tr>
<tr>
<td>4. Driveway</td>
<td>Sq. ft</td>
</tr>
<tr>
<td>5. Sidewalks (private)</td>
<td>Sq. ft</td>
</tr>
<tr>
<td>6. Total of all impervious surfaces on the site (sum of lines 1-5)</td>
<td>Sq. ft</td>
</tr>
<tr>
<td>7. Gross area of the site (lot area)</td>
<td>Sq. ft</td>
</tr>
</tbody>
</table>

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 ÷ 10,000 x 100 = 40 %