



Inspection & Zoning Department

W194 N16660 Eagle Drive, Jackson, WI 53037

www.villageofjacksonwi.gov

P: 262.677.9696

ACCESSORY STRUCTURE PERMIT SUBMITTAL REQUIREMENTS

The following information is necessary to obtain a building permit for an accessory structure such as a garage or shed. **A building permit application must be complete with all the applicable required information.** Failure to provide all information including two (2) plan sets and two (2) surveys will delay the permit issuance process. The Building Inspector may request additional information as required.

Processing of permits is usually five (5) working days, but at peak construction times processing may take longer.

1.) Construction Plans. Two (2) detailed construction plans on a **MAXIMUM 11" x 17"** sheet of paper showing the building exterior dimensions, footing and foundation details and a building cross section shall be submitted. If the plans are not drawn to scale, exact dimensions shall be given. The scale used shall be shown on plan. Hand drawn sketches are NOT acceptable.

2.) Survey/Plot Plan. Two (2) surveys or plot plans showing the location on the site of the proposed building as well as all existing structures, easements, and lot dimensions. Surveys or plot plans shall be drawn on a **MAXIMUM 11" x 17"** sheet of paper and be drawn to scale or have exact dimensions. The scale used shall be shown on plan.

3.) Accessory structures are permitted in the rear yard ONLY. The location shall not be closer than ten (10) feet to the principal structure. However, the location may be within five (5) feet of the principal structure when the accessory is provided with an adequate one-hour fire separation. The structure shall not exceed fifteen (15) feet in height unless approved by way of a variance. The structure shall not be closer than three (3) feet to any lot line; and shall not be closer than five (5) feet to an alley right-of-way line.

4.) Garages located in a residential district or where the principal use is residential, shall conform to the following:

- a.) No more than one private garage structure shall be permitted per lot.
- b.) No private garage shall have a floor area larger than 880 square feet or 40% of the dwelling living space, whichever is greater, unless a variance is granted by the Village.
- c.) Construction shall conform to the Village of Jackson Building Code.
- d.) **FEES:** \$.35 per square foot (Minimum \$60.00) plus a \$40.00 plan review fee. (\$100.00 Minimum Total)

5.) Utility Sheds located in a residential district or where principal use is residential, shall conform to the following:

- a.) No more than one utility shed structure shall be permitted per lot.
- b.) No utility shed shall have a floor area larger than 150 square feet unless a variance is granted by the Village.
- c.) The utility shed shall be securely anchored to withstand wind uplift of 20 pounds per square foot. (Recommend concrete slab with anchor bolts.)
- d.) **FEES:** \$60.00 permit fee plus a \$40.00 plan review fee. (\$100.00 Total)



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GENERAL PROJECT APPLICATION

APPLICATION DATE _____, 20____

PERMIT # _____ - _____

PROJECT ADDRESS _____ Unit #: _____ Jackson, WI

OWNER INFORMATION

Name(s) _____

Phone (____) _____ - _____ Cell/Home Email _____

Mailing Address _____

City _____ State _____ Zip _____

CONTRACTOR INFORMATION (If owner put "SELF")

Name _____

Mailing Address _____

City _____ State _____ Zip _____

Primary Contact _____ Office Phone (____) _____ - _____

Mobile Phone (____) _____ - _____ Email _____

*WI Contractor Lic. #: _____, Exp: _____ *WI Qualifier Lic. #: _____, Exp: _____

**License Information is required for contractors wanting to obtain a permit for work on a 1 or 2 Family Dwelling ONLY*

PROJECT INFORMATION

Project Description _____

Size of Building (or remodeled area) _____

TOTAL Cost of Project _____

Cost of Building, HVAC and Labor **ONLY** _____

Do NOT include the cost of plumbing, electrical, landscaping, etc.

By signing above, applicant agrees to comply with the applicable requirements of Village of Jackson Code of Ordinances, State of WI Administrative Codes, and to obey any and all lawful orders of the Building Inspector and all state laws regarding the construction, alteration, repair, removal and safety of buildings and other structures

SIGNATURE: _____ **DATE:** _____

Permit Fee: \$ _____

Plan Review Fee: \$ _____

Other Fee: \$ _____

TOTAL DUE: \$ _____

For Office Use Only

Amount: \$ _____

Date Received: _____

Payment Type: CH / CC / CASH

Check/Rcpt. #: _____

Received By: _____