City of Elkhorn

Accessory Structures Application

Attached & Detached Garages, Pole Barns and Sheds
City of Elkhorn

Attached & Detached Garages, Pole Barns and Sheds

The following is required for all accessory structures:

1. Building/Zoning Application
   ✓ Application must be filled out completely to insure prompt service
   ✓ Application must include the name, address and license number of all contractors

2. Site plan showing:
   ✓ Location of all existing structures
   ✓ The proposed location of accessory structures
   ✓ Distances between principal structure and proposed accessory structures
   ✓ Location of any sewer lateral, water lateral wells, septic systems, or leach beds. Approval from the Walworth County Sanitation may be required
   ✓ Distances form proposed accessory structures to side, rear and street lot lines
   ✓ The shore yard setback seventy-five (75) feet from the high water elevation mark of any stream creek, lake or pond must be indicated, if applicable
   ✓ All plans shall be prepared in a recognized engineering or architectural scale and include a north arrow and any abutting streets or roads

3. Accessory structure size and location:
   ✓ Accessory uses and detached accessory structures are permitted in the rear yard only; they shall not be closer than five (5) feet to the principal structure except when in conformance with local building and fire codes; shall not exceed fifteen (15) feet in height; shall not occupy more than twenty (20) percent of the rear yard area in all districts except the business districts where such uses and structures shall not occupy more than seventy-five (75) percent of the rear yard area; and except RS-1 residential districts where detached accessory structures shall not exceed 775 square feet in size, and shall not be closer than three (3) feet to any lot line nor five (5) feet to an alley line (when in excess of 775 square feet in area, in the RS-1 district see Section 3.4 “Conditional Uses”).
   ✓ Accessory uses and detached accessory structures on lots and parcels within the shore land jurisdiction of this ordinance shall not extend into the required shore yard unless otherwise specifically permitted by the Shore land Ordinance

Accessory uses and structures are permitted in any district but not until their principal use or structure is present or under construction. Residential accessory uses shall not involve the conduct of any business, trade, or industry except home occupation and professional home offices as defined in the city ordinance. Accessory structures shall not be used as a secondary principal residence.

** It is your responsibility as the applicant to place the permit card on the premises, visible from the street and protected from the weather. Construction Drive and silt fence shall be installed prior to construction**

Elkhorn Building & Zoning

Joe Mesler, Building Inspector
Monday & Wednesday, 1pm-4pm
262-741-5124 office, fax 262-741-5135
262-215-3711 cell

Audrey Boss, Zoning Administrator
Tuesday & Thursday, 9am-12pm
262-741-5124, fax 262-741-5135
262-749-0724 cell

Inspection requests need to be called in at 262-215-3711, with 48hrs notice preferred, although same day inspections may be handled. Please see attached sheets for a list of the required inspections and the information needed when requesting an inspection.
Inspection Requests Information

To place an inspection, call Joe at:

262-741-5124
or
262-215-3711

Please be ready to provide the following information. Your inspection CANNOT be scheduled without this information:

- Municipality
- Inspection Address
- Permit Number
- Owner’s Name
- Contractor
- Contact Phone Number
- Inspection Type
- Date & Time Ready for Inspection

Access for the inspector is required (ex: ladder, lock box, key location, etc.)

Thank You for your Cooperation!
Inspections Needed Checklist

1. **Sanitary sewer, storm sewer and water lateral**: BEFORE backfilling of trench. System should be on test at time of inspection.

2. **Footing forms**: BEFORE any concrete is poured, bleeders must be installed eight feet on center.

3. **Foundation wall drain tiles**: AFTER 12” of stone is in place on top of tiles and 12” beyond edge of footing.

4. **Building sanitary drain**: BEFORE basement floor is poured.

5. **Basement floor**: BEFORE basement is poured and AFTER vapor barrier is in place. Clean out bleeder ends!!

6. **Electrical Service**: BEFORE electric utility connection, underground pedestal or overhead service. Mark service location on survey.

7. **All roughs (carpentry, electrical, plumbing, HVAC)**: BEFORE insulating.
   - These should be called in together whenever possible
   - At this time, all penetrations should be sealed for inspection
   - Copy of Truss specs shall be supplied for the inspector at Rough Inspection

8. **Insulation**: BEFORE applying any finished materials.

9. **Final Inspection**: ALL carpentry, electrical, plumbing HVAC and other mechanical installations BEFORE any occupancy will be issued. (Working kitchen, one complete full bathroom, final grade, address sidewalk and driveway if applicable).

10. **Water Meter**: MUST be installed prior to occupancy.

Failure to request an inspection is in violation of Local and State Building Code and will be subject to a fine, which will be levied against the property owner.

**Certificate of Occupancy**: will be issued after a final inspection has been done and the building inspector deems the property suitable for occupancy. The building may not be occupied until a certificate has been issued.
Sample of Scale Plot Plan – Directions

1. List the direction of north on the plot

2. List what the scale is (e.g. 1’=30’)

3. Draw all structures existing and proposed on the plan to scale

4. Show location of well and septic

5. Be sure that the setbacks listed on the application are the same as on the plot plan

6. Label all structures

7. Setbacks are the distances from the closest point of a structure to a lot line

8. Show all streets that border the property

9. Setback requirements with a scaled plot plan are one and one half times the normal requirement that would be accepted with a plat of survey. EX: If the zoning requirement setback from the rear yard to the structure is 50 feet, it would be 75 feet if you are using a scaled plot plan. (A plat of survey is a survey done by a Wisconsin licensed surveyor).

10. Show the location of the driveway. This locates the front of the structure for zoning purposes

This is the minimum of information that is required

WITHOUT THIS INFORMATION YOUR APPLICATION WILL BE DENIED AND LENGTHEN THE TIME IT TAKES TO ISSUE YOUR PERMIT
Building Permit – Plot Plan

Date: _____ / _____ /_____
Name of Applicant: _______________________
Address: ________________________________
Phone Number: __________________________
Project Description: _______________________
Present Zoning: __________________________

Important Required Data:
A – Lot Stakes Must Be Accessible
B – Show All Present Existing Buildings
  or Structures on your Lot
C – Lot Size and Building Location
D – Indicate North Direction
* Dimensions as Per Zoning Ordinance

Sketch Your Plot Plan Below – Supply Complete Information – Locate Buildings
On Lot & Show All Dimensions To Lot Lines – See Sketch Above For Example

Date: _____ / _____ /_____  Signature: ________________________________
ROOF SHEATHING

RAFTERS

FLOOR PLAN

FOR SPANS GREATER THAN 6 FEET
USE MECHANICAL CLIP
FASTENERS AT PLATE
TO RAFTER/TRUSS
CONNECTION

WALL SHEATHING

SIDDING:

GRADE BEAM FOUNDATION
(entire perimeter)

ANCHOR BOLTS:
MAXIMUM
18' FROM CORNERS
AND 4 FT APART

RAFTERS

RAFT SPACING:

COLLAR TIE SIZE

JOIST SIZE

JOIST SPACING:

WALL STUDS

@ _____ OC

INTERIOR FINISH?

INSULATION?

WILL STRUCTURE BE HEATED?

WILL ELECTRIC BE INSTALLED?

TREATED BOTTOM PLATE

MIN CONCRETE REINFORCED W/
6 X 6 X 1/8 WOVEN WIRE MESH OVER
MIN 4' COMPACTED GRANULAR FILL

ACCESSORY STRUCTURE WALL SECTION

HEIGHT OF BUILDING FROM
GRADE TO PEAK

INDICATE THE FOLLOWING ON FLOOR PLAN ABC:
1) dimension (L X W)
2) location and size of windows and doors
3) joist, truss, and/or rafter direction
4) length and size of all headers
   a) at service door
   b) at overhead door
   c) at windows
## WISCONSIN UNIFORM BUILDING PERMIT APPLICATION

**Application No.**

**Parcel No.**

### PERMIT REQUESTED

<table>
<thead>
<tr>
<th>Constr.</th>
<th>HVAC</th>
<th>Electric</th>
<th>Plumbing</th>
<th>Erosion Control</th>
<th>Other:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Owner’s Name</td>
<td>Mailing Address</td>
<td>Tel.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contractor Name &amp; Type</td>
<td>Lic/Cert#</td>
<td>Mailing Address</td>
<td>Tel. &amp; Fax</td>
<td></td>
<td></td>
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<tr>
<td>Dwelling Contr. (Constr.)</td>
<td></td>
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</tbody>
</table>

### Dwelling Contr. Qualifier

The Dwelling Contr. Qualifier shall be an owner, CEO, COB or employee of the Dwelling Contr.

### HVAC

### Electrical

### Plumbing

### PROJECT

#### LOCATION

- Lot area: Sq.ft.
- One acre or more of soil will be disturbed: 1/4, 1/4, of Section , T N, R E or W

#### Building Address

- Subdivision Name
- Lot No.
- Block No.

#### Zoning District(s)

- Zoning Permit No.

#### Setbacks:

- Front ft.
- Rear ft.
- Left ft.
- Right ft.

#### WALLS

#### PROJECT

- 1. New
- 2. Alteration
- 3. Addition
- 4. Other:

- 5. Unfin.
- 6. Bsmt

#### AREA INVOLVED (sq ft)

#### CONST. TYPE

- Unit 1
- Unit 2
- Total

- Site-Built
- Mfd. per WI UDC
- Mfd. per US
- HUD
- Other:

#### STORIES

#### USE

- Garage
- Deck
- Other:

- 1-Story
- 2-Story
- Permanent
- On-Site Well

#### OCCUPANCY

- Single Family
- Two Family
- Garage
- Other:

#### ELECTRIC

- Entrance Panel
- Amps:
- Underground
- Overhead

#### HVAC EQUIP.

- Furnace
- Radiant Baseboard
- Heat Pump
- Boiler
- Central AC
- Fireplace

#### ENERGY SOURCE

- Fuel
- Nat Gas
- LP
- Oil
- Elec
- Solid
- Solar

#### HEAT LOSS

- BTU/HR Total Calculated

#### SEWER

- Envelope and Infiltration Losses
- "Total Building Heating Load" on Rescheck report

#### WATER

- Municipal
- Municipal $ Plus Basement

### FEES:

- Plan Review
- Inspection
- Wis. Permit Seal
- Other
- Total

### ISSUING JURISDICTION

- Town of
- Village of
- City of
- County of
- State→

### State-Contracted Inspection Agency#:

### Municipality Number of Dwelling Location

### FEES:

- PERMIT(S) ISSUED
- WIS PERMIT SEAL #
- PERMIT ISSUED BY:

### APPROVAL CONDITIONS

This permit is issued pursuant to the following conditions. Failure to comply may result in suspension or revocation of this permit or other penalty. See attached for conditions of approval.

### ISSUING JURISDICTION

Town of

Village of

City of

County of

State→

State-Contracted Inspection Agency#:

Municipality Number of Dwelling Location

### FEES:

- Plan Review
- Inspection
- Wis. Permit Seal
- Other
- Total

### ISSUING JURISDICTION

- Plan Review
- Inspection
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- Other
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- Plan Review
- Inspection
- Wis. Permit Seal
- Other
- Total
INSTRUCTIONS

The owner, builder or agents shall complete the application form down through the Signature of Applicant block and submit it and building plans and specifications to the enforcing municipality. Permit application data is used for statewide statistical gathering on new one- and two-family dwellings, as well as for local code administration. **Please type or use ink and press firmly with multi-ply form.**

PERMIT REQUESTED

- Check off type of Permit Requested, such as structural, HVAC, Electrical or Plumbing.
- Fill in owner's current Mailing Address and Telephone Number.
- If the project will disturb one acre or more of soil, the project is subject to the additional erosion control and stormwater provisions of ch. NR 151 of the WI Administrative Code. Checking this box will satisfy the related notification requirements of ch. NR 216.
- Fill in Contractor and Contractor Qualifier Information. Per s. 101.654 (1) WI Stats., an individual taking out an erosion control or construction permit shall enter his or her dwelling contractor certificate number, and name and certificate number of the dwelling contractor qualifier employed by the contractor, unless they reside or will reside in the dwelling. Per s. 101.63 (7) Wis. Stats., the master plumber name and license number must be entered before issuing a plumbing permit.

PROJECT LOCATION

- Fill in Building Address (number and street or sufficient information so that the building inspector can locate the site.
- Local zoning, land use and flood plain requirements must be satisfied before a building permit can be issued. County approval may be necessary.
- Fill in Zoning District, lot area and required building setbacks.

PROJECT DATA - Fill in all numbered project data blocks (1-14) with the required information. All data blocks must be filled in, including the following:

2. Area (involved in project):
   - Basements - include unfinished area only
   - Living area - include any finished area including finished areas in basements
   - Two-family dwellings - include separate and total combined areas

3. Occupancy - Check only "Single-Family" or "Two-Family" if that is what is being worked on. In other words, do not check either of these two blocks if only a new detached garage is being built, even if it serves a one or two family dwelling. Instead, check "Garage" and number of stalls. If the project is a community based residential facility serving 3 to 8 residents, it is considered a single-family dwelling.

9. HVAC Equipment - Check only the major source of heat, plus central air conditioning if present. Only check "Radiant Baseboard" if there is no central source of heat.

10. Plumbing - A building permit cannot be issued until a sanitary permit has been issued for any new or affected existing private onsite wastewater treatment system.

14. Estimated Cost - Include the total cost of construction, including materials and market rate labor, but not the cost of land or landscaping.

SIGNATURE - Sign and date this application form. If you do not possess the Dwelling Contractor certification, then you will need to check the owner-occupancy statement for any erosion control or construction permits.

CONDITIONS OF APPROVAL - The authority having jurisdiction uses this section to state any conditions that must be complied with pursuant to issuing the building permit.

ISSUING JURISDICTION: This must be completed by the authority having jurisdiction.

- Check off Jurisdiction Status, such as town, village, city, county or state and fill in Municipality Name
- Fill in State Inspection Agency number only if working under state inspection jurisdiction.
- Fill in Municipality Number of Dwelling Location
- Check off type of Permit Issued, such as construction, HVAC, electrical or plumbing.
- Fill in Wisconsin Uniform Permit Seal Number, if project is a new one- or two-family dwelling.
- Fill in Name and Inspector Certification Number of person reviewing building plans and date building permit issued.

**PLEASE RETURN SECOND PLY WITHIN 30 DAYS AFTER ISSUANCE TO** (You may fold along the dashed lines and insert this form into a window envelope.):

Safety & Buildings Division
P O Box 2509
Madison, WI  53701-2509
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 inquiry 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.

Additional Responsibilities for Owners of Projects Disturbing One or More Acre of Soil

I understand that this project is subject to ch. NR 151 regarding additional erosion control and stormwater management and will comply with those standards.

Owner's Signature: ________________________________ Date: ________________
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Obtaining Building Permits

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(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 Ss. 101.654 (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.

Additionally: Wisconsin Statute: 101.6 Compliance and penalties. (1) “Every builder, designer and owner shall use building materials, methods and equipment which are in conformance with the one and two family dwelling code.”

Consequently: If the owner signs the Permit Application, the owner is held responsible for any code violation, Orders for Correction and/or citation(s) that may be issued in association with the Permit.

If a contractor signs the Permit as agent for the owner, the contractor is held responsible for any code violations, Orders for Correction and/pr citation(s) that may be issued in association with the Permit.

Owner Signature: __________________________________ Date: ___/___/______