

INFORMATION NEEDED FOR SHED OR GARAGE PERMIT APPLICATION



The following must be submitted to the Inspector for approval:

- ▶ A completed **Building Permit Application**.
- ▶ A **detailed drawing/drawings of the structure**, in 1/4" scale, including materials, dimensions and elevations. The maximum shed size is 250 sq. ft. No metal or vinyl structures are allowed.
- ▶ One of the following:
 - A current **survey map** showing lot lines and the proposed location of the shed (rear yard only) or garage, as well as all other structures on the property (pools, decks, etc.); **or**
 - An **existing survey** with the lot lines located and the proposed shed/garage shown; **or**
 - A **drawing/plot plan** for the property with the shed located, and written approval from affected neighbors, approving the location of the shed and lot line.

FEES: Shed permit fee: \$55 up to 150 sq. ft. Sheds larger than 150 sq. ft. also require a \$60 Plan Review fee.
Garage permit fee: 26¢ per sq. ft., plus \$60 Plan Review fee.
Certificate of Occupancy: \$50

*Note: The approval process may take up to two weeks dependent on workload; however, information and plans/drawings must be complete for the review process to begin. Please provide a complete set of drawings/plans and all requested information with the Building Permit application. **Failure to provide the required info will cause delays and possible rejection of permit application.** Building Permits are valid for one year. Work must begin within 6 months of issuance of permit.*

Sussex Building Inspection Department
Sussex Village Hall, N64 W23760 Main Street
Office Hours: M-F, 8:00 AM to 9:30 AM
(262) 246-5212
(Rev. 10/11)

17.0704 ACCESSORY USE REGULATIONS

Accessory uses are permitted in any district as may be specified in the appropriate district regulations or herein. An accessory use building permit shall be required where specifically noted in this Section. Accessory uses are permitted only after their principal structure is present or under construction. The use and/or location requirements stipulated elsewhere in this Ordinance may be modified for accessory uses as follows:

A. Accessory Uses and Detached Accessory Structures shall be permitted in the rear yard only, unless otherwise specified. Accessory structures shall not occupy more than 20 percent of the rear yard in all districts except the business and manufacturing districts where such uses and structures shall not occupy more than 50 percent of the rear yard area. When permitted in the side or front yard, accessory structures shall not occupy more than 10 percent of the yard area.

(1) Accessory Garages Upon the Issuance of a Building Permit. Accessory garages may be permitted only when there is not a garage attached to the principal structure. Accessory garages shall be located at least 10 feet from the principal structure; shall be placed on a concrete floor or pad; shall not exceed 625 square feet in footprint area, except in the B-4 Central Business District as described below, and except for garages accessory to certain historic homes as described below; shall be located not closer than five (5) feet to a lot line; and shall not exceed 15 feet in height. In the B-4 Central Business District, the Plan Commission may, at its discretion, permit an accessory garage that is larger than 625 square feet in footprint area when it determines that such a garage will allow sufficient open space, fits within the historical character of the downtown, includes substantial natural materials, is to be utilized for vehicle storage and/or storage of goods sold directly from the primary business on the property, that substantial landscaping surrounds the structure, that it has unique architectural design that adds to the historical character of the Central Business District and that it is being proposed as part of the restoration of a property which contains an existing historical building. As to residential lots that are larger than 40,000 square feet in size that are improved with existing historically significant homes, as determined by the Plan Commission, the Plan Commission may, at its discretion, permit an accessory garage that is larger than 625 square feet in footprint area when it determines that such a garage will allow sufficient open space, fits within the historical character of the neighborhood where it is located, includes substantial natural materials, is to be utilized for vehicle storage and/or storage of items used in relation to the residential use of the property, has substantial landscaping surrounding the structure, has unique architectural design that adds to the historical character of the district in which it is located and is being proposed as part of the restoration of the property, provided however that the property owner must first record a deed restriction against the lot in a form that is subject to the approval of the Village Administrator, to prohibit the garage structure from being used for commercial purposes, and to prevent the size of the lot from being reduced through land division procedures or any other manner. No more than one accessory garage shall be erected on a lot in an Rs-1, Rs-2, Rs-3, Rd-1, or Rd-2 Residential District. On larger lots, the Plan Commission may, at its discretion, permit more than one garage when it determines that more than one garage is necessary to the efficient development of the property and that sufficient, usable open space areas remain on the lot.

(2) Accessory buildings, such as garden or utility sheds, playhouses, or gazebos, upon the issuance of a building permit. Accessory buildings shall be located at least 10 feet from the principal structure; shall be placed on a pad of concrete, asphalt, wood, or metal; shall not exceed 250 square feet in area; shall be located not closer than five (5) feet to a lot line; and shall not exceed 15 feet in height. Any accessory building housing a motor vehicle shall be placed on a concrete floor or pad. No more than one accessory building shall be erected on a lot in an Rs-1, Rs-2, Rs-3, Rd-1, or Rd-2 Residential District. On larger lots, the Plan Commission may, at its discretion, permit more than one accessory structure or may permit a structure exceeding 250 square feet in area when it determines that more than one such structure or a larger structure is necessary to the efficient development of the property and that sufficient, usable open space areas remain on the lot.

In the B-4 Central Business District, subject to Plan Commission and Architectural Review Board approval, gazebos may be permitted in the side or front yard subject to a finding by both the Plan Commission and Architectural Review Board that the proposed gazebo is consistent with the décor of the property and an integral part of the property.

In the M-1 Industrial District, subject to Plan Commission approval, gazebos may be permitted in the side or front yard subject to a finding by the Plan Commission the proposed gazebo is consistent with the décor of the property and an integral part of the property.

All other requirements, restrictions and regulations contained in this section, this Chapter, and the Code must be complied with.

Village of Sussex Chapter 17 www.village.sussex.wi.us