

# Procedure for Building Permits for Sheds/Accessory Structures in Residential Areas

A building permit **IS REQUIRED** to put any shed/accessory building on your property. Sheds/accessory structures built elsewhere and moved to your yard and/or prefab sheds also require a permit.

At any time during the planning or construction of your shed/accessory building, you can visit the Building, Safety & Zoning staff or call them at (920) 262-4060 if you have questions.

Code requirements for sheds/accessory structures in residential areas can also be viewed in Section 550 of the City of Watertown Code located at the following link: <http://www.ecode360.com/WA3515>.

## Process Overview

### 1. Determine Zoning

Before building or placing a shed on your property, you will need to determine if the zoning restrictions on your lot allow for a shed. Zoning staff will be able to tell you the zoning of your property and if there are any special conditions which may affect your project. If your project requires special handling, our staff will inform you of the requirements and next steps.

You can find the zoning for your property on the City of Watertown GIS site (<https://gis.cityofwatertown.org/apps/watertownpublicgis/>)

For information on how to find the zoning of your property, please click the following link: <http://www.ci.watertown.wi.us/departments/docs/How%20to%20find%20zoning%20in%20GIS.pdf>

#### Who to contact with questions:

Building Safety & Zoning Department, (920) 262-4060.

### 2. Determine any restrictions

- Is your project subject to any deed restrictions/subdivision covenants or any other title restrictions? (Your home owner's association, developer or real estate broker may be able to assist you with this determination and any needed guidance. The City does not have any record of these restrictions.)

### 3. Find out if your proposed shed/accessory building meets the size and placement requirements

#### Allowable accessory structures

- One attached or detached garage and two (2) accessory structures are permitted by right.
- A conditional use permit is required for:
  1. A combination of accessory structures exceeding a total of 1,000 square feet; or
  2. More than two accessory structures.

#### Size

- The maximum height that your shed/ accessory building can be is fifteen (15) feet, measured from the ground to a point midway between the eave and top of the roof.

#### Placement

- A shed/accessory building must be a minimum of ten (10) feet away from your house or other structures on your property.
- A shed/accessory building should be at least three (3) feet from the rear or side lot lines of your yard.
- If your lot is on a corner, it is considered to have two "front yards" (yards that abut a street). Please contact Building, Safety & Zoning staff to find out quickly and accurately where you can build your shed and the size it can be.

With these requirements in mind, make a drawing (site plan) of your entire lot showing all existing and proposed structures. Show the dimensions of the lot, the shed, the house, and any other structures. Also show the distances from the shed to the lot lines and the distances to all other structures. The site plan must be drawn to scale.

#### **4. Apply for a permit**

You need a permit to put any shed/accessory building in your yard. Sheds that are built elsewhere and moved to your yard and prefab sheds also require a permit with a drawing/site plan showing the dimensions of the building and where on the property it will be placed.

Complete the Residential Building Permit Application and submit it to the Building, Safety & Zoning Department. This initial submittal can be done in person, via email or mail. Once the application is received by the Building, Safety & Zoning Department, please allow up to one (1) week for review.

Once the application has been approved, staff from the Building, Safety & Zoning Department will call you to let you know the permit has been approved and is ready to be picked up. They will also let you know the cost at that time.

Per City of Watertown Code Section 253-20 fees are calculated as follows:

- 1) \$55 Plan Review Fee
- 2) \$0.25 per sq. ft. for the first 5,000 sq. ft. (Minimum of \$25.00) and \$.05 per sq. ft. for an area in excess of 5,000 sq. ft.

Plan review fee + square footage fee = cost of building permit (payable in cash or check made out to "City of Watertown").

#### **Where to go:**

Building Safety & Zoning Department  
Hours: 8:00 a.m. to 4:30 p.m., Monday through Friday  
City of Watertown Municipal Building  
106 Jones Street  
Watertown, WI 53094

#### **What to include:**

- a. Residential Building Permit
- b. Site Plan discussed in Step 2
- c. A copy of the building pamphlet or a set of construction documents (typically obtained by the supplier you are purchasing the structure from).

#### **5. Pick up and pay for the permit**

- a. Be sure to display the yellow card in a window where it can be easily seen from the street.

#### **6. Start the work**

#### **7. Call for an inspection**

You may ask Building, Safety & Zoning staff or [click here](#) for when inspections for your accessory building will be required. When calling for inspections, please call the main Building, Safety & Zoning Office number at (920) 262-4060 and schedule your inspection with the secretary.

**It is your responsibility to schedule all required inspections during and after construction.**

#### **8. Completion**

After your final inspection, unless the inspector has contacted you with any required alternations, your project will be considered complete and the permit will be considered closed. At this point you may remove the yellow card from the window.

## RESIDENTIAL PLAN APPROVAL AND INSPECTION FEES

A fee for each building permit shall be paid as set forth in the following table:

(a) New Residential Construction - one and two family:	
1. Plan review fee	\$55.00
2. Inspection fee	\$ .25 per sq. ft. Minimum Inspection Fee of \$25.00
3. Wisconsin building permit seal	Actual cost plus \$5.00
(b) All other new residential, business, institutional, manufacturing, and industrial construction, including additions.	
1. Plan review fee	\$55.00
2. Inspection fee	\$0.25 per sq. ft. for the first 5,000 sq. ft. (Minimum Inspection Fee of \$25.00) and \$.05 per sq.ft. for an area in excess of 5,000 sq.ft.
(c) Any Alterations or Repairs.	
1. Plan review fee	\$55.00
2. Inspection fee	\$0.25 per sq. ft. for the first 5,000 sq. ft. (Minimum Inspection Fee of \$25.00) and \$.05 per sq.ft. for an area in excess of 5,000 sq.ft.
(d) Occupancy Permit - One and two-family residential (New Construction)	\$25.00 per unit
(e) Occupancy permit - Multi-family residential (new construction – plumbing and electrical only)	\$25.00 per unit
(f) Occupancy Permit – all other new buildings	\$25.00
(g) Required Re-inspection	\$30.00 per inspection
(h) Permit to start construction/footing and foundation only	\$55.00

*The above fee table is per City of Watertown Code § 253-20 Fees.*

**Please do NOT include payment with initial building permit application. Once the inspector has completed review of the application, he will contact you with the amount due based on the above table. Thank you.**



THE CITY OF  
**WATERTOWN**

**\*\*Please do NOT include payment with initial building permit application. Once the inspector has completed review of the application, he will contact you with the amount due based on City of Watertown Code Section 253-20, Fees. Thank you.**

**Building, Safety  
and Zoning Department**

**RESIDENTIAL  
Application for Building Permit**

**Owners and/or Contractors:**

**Please fill out all the information listed below and submit those documents needed for your specific building project. If you should have problems answering any of the questions, please call our office at 920-262-4060. This application must be submitted along with your plot plan, otherwise your building permit will not be processed. At a minimum, the application must be signed by the Owner. If your Contractor completes and/or submits the permit on your behalf, it will require his/her signature also.**

<b>Owner Name</b>	<b>Contractor Name</b>	
<b>Owner Address</b>	<b>Contractor Address</b>	
<b>City, State, Zip</b>	<b>City, State, Zip</b>	
<b>Phone Number</b>	<b>Phone Number</b>	
<b>Contact Person</b>	<b>Contact Person</b>	
<b>Estimated Cost of Project</b>	<b>Contractor License No.</b>	<b>Contractor Qualifier No.</b>
<b>LOCATION OF PROJECT</b>	<b>Description of Project</b>	

*All building projects, regardless of how small, require the submittal of a Plot Plan. A sample Plot Plan is attached to this application along with a Plot Plan template to use in creating a Plot Plan.*

*If you need assistance in preparing a Plot Plan, a "Plot Plan Requirements" guide is available in our office or you may contact our office at 920-262-4060. The Building, Safety and Zoning Department staff will assist you in any way we can.*

**GENERAL GUIDELINES**

Prior to an Owner/Applicant completing and submitting an *Application for Building Permit*, the City encourages the Owner/Applicant to investigate and consider the following:

- 1) Does your project require erosion control?  
*(See City of Watertown Municipal Code Chapter 288, Article 1 - Erosion and Sediment Control.)*
  
- 2) Is your project subject to any deed restrictions/subdivision covenants or any other title restrictions?  
*(Your home owner's association, developer or real estate broker may be able to assist you with this determination and any needed guidance.)*

- 3) Is any portion of the subject property in the flood plain, floodway or wetlands?  
*(See City of Watertown Municipal Code Chapter 532 - Floodplain and Shoreland – Wetland Zoning for assistance in making this determination.)*
- 4) Does this project include any excavation within twenty feet (20') of a public right-of-way tree?  
*(If yes, please contact the City Forestry Department at 920-262-8080.)*
- 5) If this project is an expansion of the existing footprint (i.e., building addition), is it in compliance with the following setback requirements?
  - a. Front and rear yard setbacks of twenty five feet (25').
  - b. Side yard setback of 10% of lot width or a minimum of eight feet (8'), maximum of fourteen feet (14').
  - c. Outside all easements.\*  
*\* It is the responsibility of the applicant to verify the existence of easements and properly label them on the Plot Plan. Structures are prohibited from being constructed within easements.*
- 6) Is this a renovation that disturbs more than two square feet (2 s.f.) of paint in a home or apartment complex built before 1978? Is it the intent of the owner to hire an outside contractor to perform this work?  
*(If so, please contact the Watertown Health Department at 920-262-8090 for assistance and information on lead based paint.)*

**HISTORIC PRESERVATION**

- 1) Is this project within the Downtown Historic District?
- 2) If yes, are your plans including exterior improvements to your building?  
*(If you answered "yes" to the above two questions, the Historic Preservation Commission will need to review your project prior to issuance of a Building Permit.)*

***By making application, the Owner/Applicant acknowledges, agrees and understands that it is the responsibility of the Owner/Applicant to verify all the information provided to the City and to conduct the due diligence as encouraged above and as may otherwise be necessary. The Owner/Applicant is advised that he or she is responsible for the accuracy and sufficiency of all information supplied to the City. The Owner/Applicant acknowledges, agrees and understands that the City is not responsible for errors, omissions or misrepresentations made by the Owner/Applicant. The City and its staff can only provide procedural guidance and reference. The City and its staff cannot provide legal advice.***

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**OWNER SIGNATURE (Mandatory)**

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**DATE**

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**CONTRACTOR SIGNATURE**

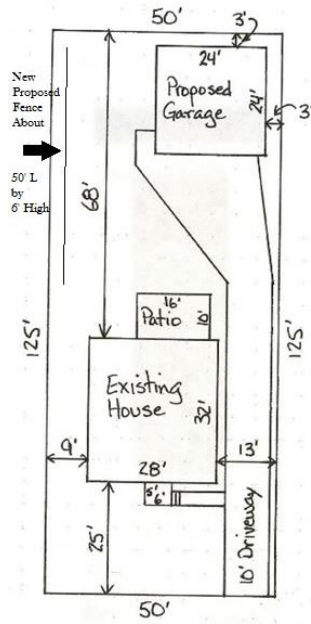
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**DATE**

# Site/Plot Plan Examples

\*Required for building permits and fence permits – acceptable to submit on your own paper

Example of a Site Plan for work being done on the lot area (i.e. new garage, deck, etc.)



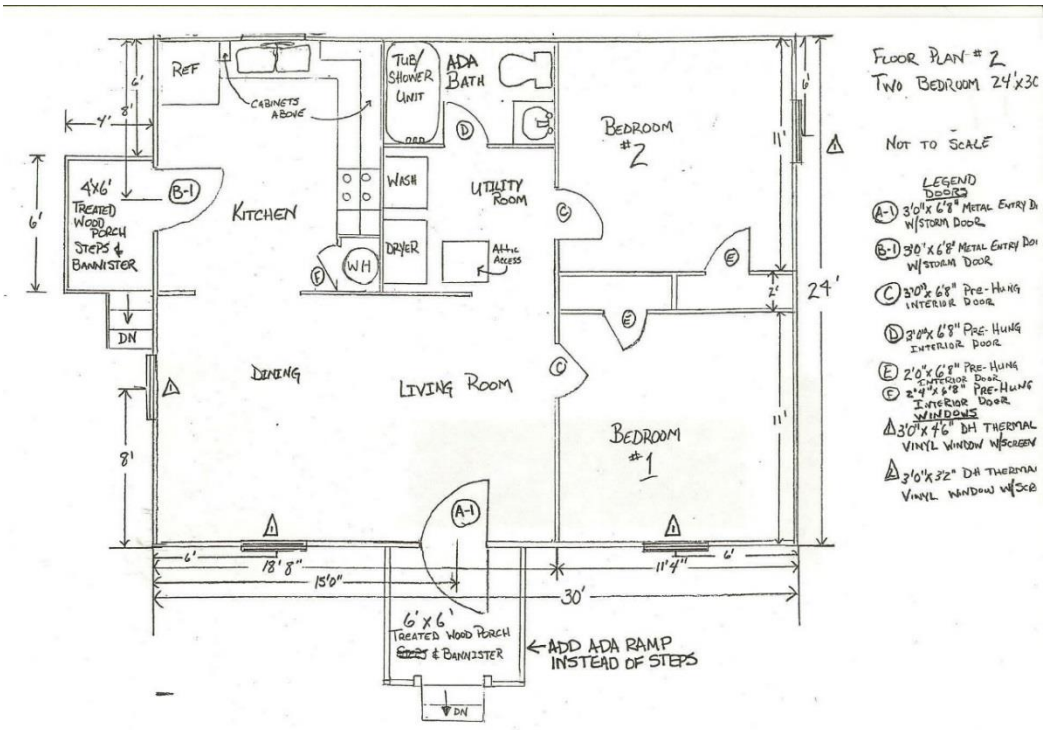
1235 S. Main St.

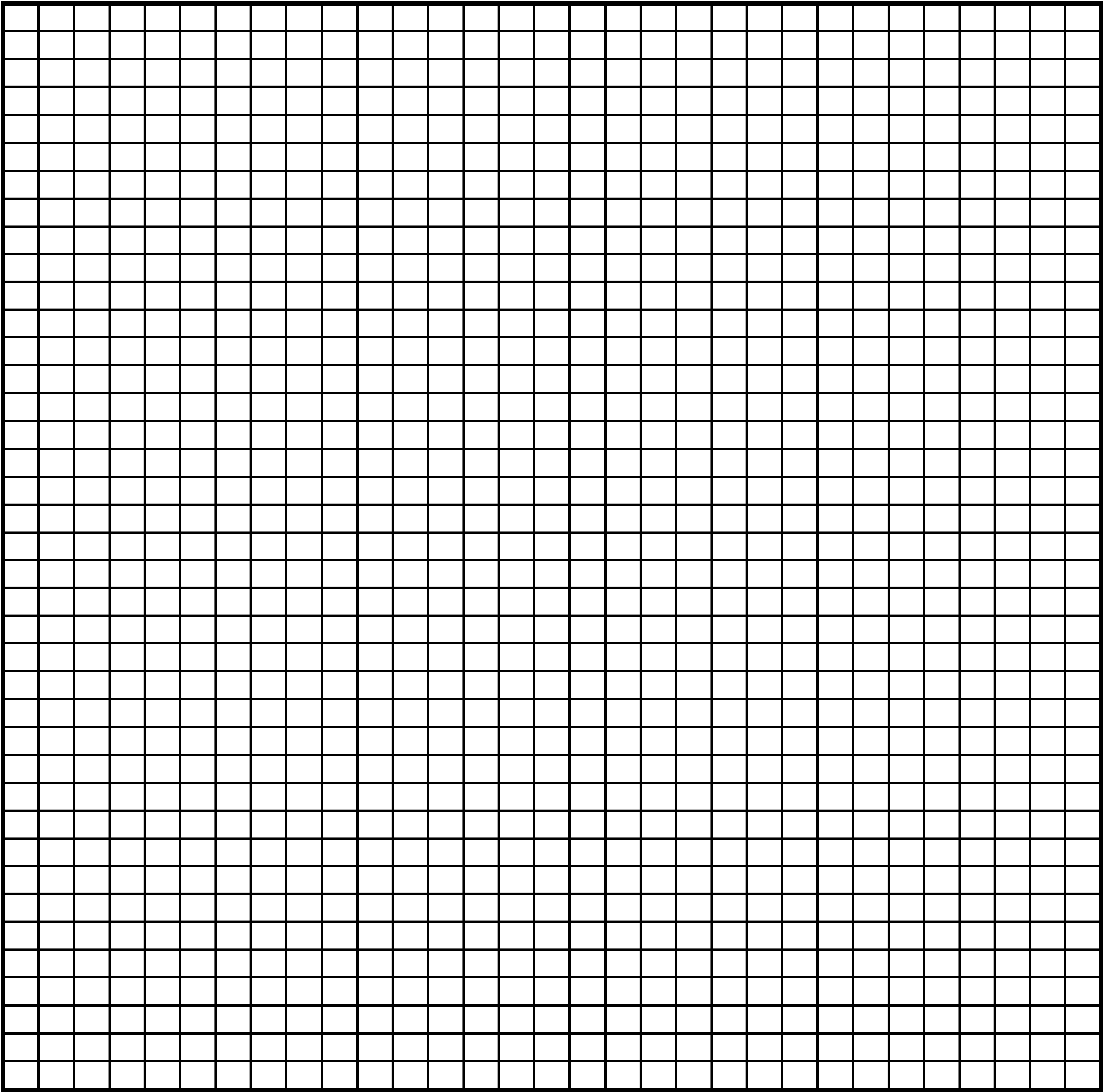
Plot Plan

1235 S. Main St.  
Kettering, Ohio

1" = 20'

Example of a Site Plan for work being done on the interior of a property with the dimensions being listed in the areas where work is being completed (i.e. remodeling, adding a bathroom, etc.)





**NOTES:**

- 1) North arrow shall be correctly placed.
- 2) Draw a completely dimensioned plot plan.
- 3) Note adjoining streets and/or alleys.
- 4) Note curb cuts.

<b>Owner</b>
<b>Street Address</b>
<b>Phone No.</b>