



# VILLAGE OF JACKSON

*"Small Town Living / World Class Technology"*

## Accessory Structures

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 minimum of an 8 ½" x 11" 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 minimum of an 8 ½" x 11" 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.** 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 a Conditional Use Permit is granted by the Village Board. 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 720 square feet unless a Conditional Use Permit is granted by the Village Board.
- c.) Construction shall conform to the Village of Jackson Building Code.
- d.) **FEES:** \$0.31 / square foot with a \$60.00 minimum, plus a \$35.00 plan review fee.

**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 Conditional Use Permit is granted by the Village Board.
- 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:** \$95.00 (\$60.00 plus a \$35.00 plan review fee)



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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*

**\*\*SUBMIT 2 sets of plans for residential and 4 sets of plans for commercial\*\***

### 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 below, applicant agrees to comply with the applicable requirements of Village of Jackson Code of Ordinances 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.*

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**\*\*\*\*\* FOR OFFICE USE ONLY \*\*\*\*\***

Permit Fee: \$ \_\_\_\_\_ Date: \_\_\_\_\_ Receipt #: \_\_\_\_\_ CH / CA / CC / RCPT

Mailing Address  
P.O. Box 637

W194 N16660 Eagle Drive  
Jackson, Wisconsin 53037

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Fax: (262) 677-8770