

## Residential Accessory and Utility Storage Buildings

### Frequently Asked Questions

#### **Why Do I Need a Permit?**

The permit and inspection process gives you, your neighbors, and the Village assurance that specific standards are met when expanding, altering, or repairing your property by complying with State and Local Code and Zoning Requirements. These standards are based on health, safety, and environmental considerations intended to protect the integrity of the building, the safety of its inhabitants, and the welfare of the public. Projects not completed according to code can affect aesthetics, values and quality of life in your neighborhood. Village building records are available from this department upon request. Prospective buyers can use these records to determine if permits were obtained and if compliance was achieved for specific projects.

#### **When Do I Need a Building Permit?**

A Building Permit is required prior to commencing the constructing of any accessory or utility storage buildings on your property. A permit is also required when replacing or altering an existing accessory or utility storage building.

#### **Who is Responsible for Obtaining a Permit?**

The property owner is responsible for ensuring that a permit is obtained prior to work being started. Contractors may also apply and obtain permits on behalf of the property owner. Under no circumstances can construction or demolition start prior to obtaining the Building Permit and posting the placard visible from the road. Once a permit is obtained, the work must be started within six months or it will expire. If work is started within six months, the permit is valid for one year from the date of issuance.

Commencing work without a permit is subject to a late fee added to the normal permit fee. When unpermitted work is discovered, a Stop Work Order will be issued and a permit that accurately describes the work must be obtained before any work may resume.

#### **Definition of Accessory and Utility Storage Buildings**

- Accessory and Utility Storage Buildings are defined as attached or detached buildings which are:
  - Constructed or located on the same zoning lot as the principal building or use served, except as may be specifically provided elsewhere in this ordinance,
  - Clearly incidental to, subordinate in purpose to, and serves the principal use,
  - Used for the storage of common household supplies, equipment and vehicles.
- The difference between Accessory and Utility Storage Buildings is defined as:
  - Accessory Buildings are those that exceed 150 sf in area,
  - Utility Storage Buildings are those that do not exceed 150 sf in area.

## **How Much Does the Permit Cost?**

The Permit Fee Schedule may be found on the Village web site [www.hobart-wi.org](http://www.hobart-wi.org). Navigate to: Your Government; then to Buildings, Zoning & Code Compliance page; then to Buildings, Permits, Applications, and Brochures.

## **What is the Maximum Size Allowed for a Detached Accessory and Utility Storage Buildings?**

- **Maximum Size in the R1, R2, R3, R4, R5, R6, R2R, ER, A1 & A2 Zoning Districts**
  - **Accessory buildings** which are not a part of the main building shall not occupy more than thirty (30) percent of the area lying between the main residential structure and the required rear yard setback and side yard setback in all zones.
  - **Utility Storage buildings** shall not exceed 150 sf in all residential districts.
  
- **Additional Restrictions for the R1, R2, R3, R2R, R4 and R5 Zoning Districts**

Detached **Accessory buildings** within these zoning districts shall meet the following requirements:

  - Not more than one (1) such building shall be located on a lot.
  - May be the greater of 864 sq. ft. or 1/60<sup>th</sup> of the lot square footage; however the maximum size shall not exceed 2500 sq. ft.
  - The width and length dimensions shall not exceed a ratio of 3:1.
  - The height of any such building shall not exceed 25 feet or the height of the principle structure, whichever is less and shall not exceed one story plus a walk up attic.
  - The exterior finish shall be of residential material which shall be substantially similar to those used in the principal structure with respect to texture, color and general appearance.
  - No accessory building shall be constructed on any property before a building permit for a principal structure is issued.
  - Detached accessory buildings located closer to a street right of way than the rear plane of the principal structure shall not exceed the lesser of 864 sq. ft. or 50% of the footprint of the principal structure.

**Utility Storage buildings** within these zoning districts shall meet the following requirements:

  - Not more than one (1) such building shall be located on a lot.
  - Shall be located in the rear yard.
  - The width and length dimensions shall not exceed a ratio of 3:1.
  - The height of any such building shall not exceed 10 feet.
  - The exterior finish shall be of residential material which shall be substantially similar to those used in the principal structure with respect to texture, color and general appearance.
  - No accessory building shall be constructed on any property before a building permit for a principal structure is issued.
  
- **Additional Accessory and Utility Storage Building Restrictions for the ER-Estate Residential Zoning District**
  - All Exterior finish material shall be approved for exterior use.
  - No **Accessory building** shall exceed two thousand five hundred (2500) square feet per building, and five thousand (5000) square feet sum total for all accessory buildings.
  - **Accessory and Utility Storage building** roof pitch minimum is 4 inch rise per 12 inch run (referred to as 4/12 pitch.)

- **Accessory buildings** located closer to a street right of way than the rear plane of the principal structure shall conform to the same architectural requirements as an accessory building located in the “R” zoning districts.
  - **Utility Storage buildings** shall not be located closer to a street right of way than the front plane of the principal structure.
- **Planned Development Districts**
    - Properties in the Planned Development Districts may have alternate standards and restrictions. Please contact this office for specific standards in Planned Development Districts.

**What are the setback requirements for an Accessory or Utility Storage Building?**

An Accessory or Utility Storage building which is part of the main/principal building or is substantially attached thereto shall meet the Principal Building setback requirements.

**Setback Requirements in the R1, R2, R3 & R2R Zoning Districts**

<b>Yard</b>	<b>Principal Building</b>	<b>Detached Structure</b>
Front	40 feet min from ROW	40 feet min from ROW
Side	1 story – 10 feet min 2 story – 15 feet min	10 feet min
Rear	25 feet min	10 feet min
Corner Lot	40 feet min from each ROW	40 feet min from each ROW

**Setback Requirements in the R4, R5 & R6 Zoning Districts**

<b>Yard</b>	<b>Principal Building</b>	<b>Detached Structure</b>
Front	30 feet min from Urban Road ROW 40 feet min from Rural Road ROW	30 feet min from Urban Road ROW 40 feet min from Rural Road ROW
Side (Sewered)	1 story – 10 feet min 2 story – 15 feet min	10 feet min
Side (Non-Sewered)	25 feet min	10 feet min
Rear	25 feet min	10 feet min
Corner Lot	30 feet min from Urban Road ROW 40 feet min from Rural Road ROW	30 feet min from Urban Road ROW 40 feet min from Rural Road ROW

**Setback Requirements in the ER Zoning District**

<b>Yard</b>	<b>Principal Building</b>	<b>Detached Structure*</b>
Front	40 feet min from ROW	40 feet min from ROW
Side	25 feet min	10 feet min
Rear	25 feet min	10 feet min
Corner Lot	40 feet min from each ROW	40 feet min from each ROW

**Setback Requirements in the A1 & A2 Zoning District**

<b>Yard</b>	<b>Principal Building</b>	<b>Detached Structure</b>
Front	40 feet min from ROW	40 feet min from ROW
Side	25 feet min	25 feet min
Rear	25 feet min	25 feet min
Corner Lot	40 feet min from each ROW	40 feet min from each ROW

- **Planned Development Districts**

- Properties in the Planned Development Districts may have alternate setback standards. Please contact this office for specific standards in Planned Development Districts.

### **How Do I Apply for a Building Permit?**

Permits may be obtained from the Department of Neighborhood Services, Monday through Friday, 8 am – 5 pm. To ensure staff availability for permit issuance, please call in advance.

It is also possible to submit the necessary application and drawings by e-mail, fax or mail for review and approval. Once reviewed, this office will contact you by phone or e-mail (information to be provided on the application) to review the results. It is also acceptable, once your application is approved for permit issuance, to submit payment by mail and upon receipt, the permit will be mailed to you. It is important to recognize, this process may take additional time, so please plan accordingly since the Building Permit is required to be posted on site prior to starting the project.

When applying for a Permit to construct an **Accessory or Utility Storage Building**, applicants must provide the following information:

- ***A completed Building Permit Application (available on the Department Web Page) including a fair market value of the project (material and labor.)***
- ***A scaled & dimensioned site plan including:***
  - \* Property lines and lot dimensions.
  - \* Location of all buildings, including the proposed building, on the property and distances to property lines.
  - \* Location of public streets.
  - \* Location of driveways and parking areas.
  - \* Location and size of all door and window openings.

Note: If you do not have a scaled site plan, you may obtain one from this office generated from the Village's Geographic Information System.

- ***Foundation plan or written description indicating the following:***
  - \* Type of and specifications for the foundation.
  - \* Provide the thickness of the slab, grade beam, curbs and granular base for floating slab foundations.
  - \* Provide sizes of footings, walls and slab for frost free foundations.
  - \* Type and location of slab reinforcement and building anchors.
- ***Elevation drawing indicating the following:***
  - \* Height of the walls.
  - \* Total height to the roof ridge.
  - \* Dimension of the overhang.
  - \* Roof pitch and materials.
  - \* Siding materials. (Also provide details for siding materials used on the principal residential structure for projects located in the R1, R2, R3 and R2R Zoning Districts to demonstrate the siding materials on the Accessory Building will compliment and conform to the principal residential structure.)

□ ***Provide the following structural data:***

- \* Material and size for headers and beams.
- \* Truss plans or species, grade and size of rafters and ceiling joists.
- \* Pre-manufactured or kit sheds must provide manufacturer's specifications showing the roof will support a 30 lb. snow load.

Please use this checklist to ensure you are providing the basic information needed to obtain your permit. Depending on site conditions additional information may be required after Village staff has reviewed your site plan. Depending on site conditions, additional information may be required after the Village staff has reviewed your site plan.