Garage/Shed Permit Application Procedures

Plans, Survey and Permit App May be sent by E-Mail

1. **Provide two copies of a plat of survey or a measured drawing that includes:**

The location of the structure in relation to property lines and to other structures on the lot

* 1. For lots with an area greater than 108,900 sq. ft. (2 ½ acres) the owner may construct one accessory building of 4,135 sq. ft. or less and second accessory building of 865 sq. ft. or less. If installing only one accessory building, the owner may construct one accessory building of 5,000 sq. ft. or less. Accessory buildings in excess of 1,050 sq. ft. shall require a conditional use permit in accordance with Section 17.29 of the Village Zoning Code.
  2. For lots with an area of 65,341 sq. ft. (1 ½ acres) to 108,900 sq. ft. (2 ½ acres), the owner may construct one accessory building of 2,400 sq. ft. or less, and a second accessory building of 865 sq. ft. or less. If installing only one accessory building, the owner may construct one accessory building of 3,265 sq. ft. or less. Accessory buildings in excess of 1,050 sq. ft. shall require a conditional use permit in accordance with Section 17.29 of the Village Zoning Code.
  3. For lots with an area of 12,000 sq. ft. to 65,340 sq. ft. (1 ½ acres), the owner may construct one accessory building of 900 sq. ft. or less, and a second accessory building of 150 sq. ft. or less. If installing only one accessory building, the owner may construct a building of 1,050 sq. ft. or less.
  4. For lots with an area less than 12,000 sq. ft., the owner may construct one accessory building of 600 sq. ft. or less, and a second accessory building of 150 sq. ft. or less. If installing only one accessory building, the owner may construct a building of 750 sq. ft. or less.
  5. Notwithstanding the above subsections, accessory buildings shall not occupy more than 50% of the rear yard area.
  6. Accessory buildings shall not exceed 15 feet in height, as measured to the top of the roof ridge board from the surrounding ground elevation, except as may be necessary to accommodate a 6:12 standard pitched roof. No accessory building may be more than one story.
  7. Accessory buildings shall not be nearer than 8 feet to any lot line, except that buildings on or with respect to lots existing prior to the adoption of Ordinance 2003-32 (i.e., October 7, 2003) shall not be nearer than 4 feet to any lot line. Where a private garage has an entrance facing an alley, the entrance shall not be located nearer than 10 feet from the nearest alley line. Accessory buildings must comply with all setback requirements.
  8. The provisions of Section 17.18(2) relating to “home occupations” and home “professional office” shall apply to all accessory buildings in residential districts.
  9. No accessory building is allowed without a principal structure existing on the same lot.

*Setback information can be obtained from the Village Engineer: 262-886-7202*

1. **Provide two copies of a structural drawing (building plan) that includes:** 
   * 1. An overhead view of the garage showing placement of doors, windows roof line and the overall garage size and shape.
     2. A cross section of the garage slab / foundation, wall and roof construction
     3. Header sizes and type / grade of lumber
     4. If using trusses supply the truss calcs and layout (layout if available).
     5. If attached to a house show footing / foundation and depth below grade (min. 48” below grade).
     6. The Sturtevant “Accessory Structure Wall Section” may only be used as the Structural drawing for a garage or shed that has a slab on grade.
2. **Site review of the proposed building required**:
   * 1. The Sturtevant Engineering Department will need to inspect / review the property for compliance with Village Grading and Drainage regulations prior to issuing a Building Permit
     2. A Grading Plan may be required depending on site conditions
     3. A Road Opening Permit is required for anew driveways o Village Streets
     4. Engineering Information 262-886-7202
3. **Complete the Building Permit Application:**
   * 1. Property Owner’s that apply for the permit fill out name, address, phone #, project value, signature / date & also sign the Cautionary Statement.
     2. Contractors that apply for the permit also fill out Contractor Information.
     3. The Building Inspectors will calculate permit fees.

**New Building Inspection Services**

January 1, 2021, SAFEbuilt will provide building inspection services for Sturtevant. Inspection requests require a 24-hour notice. Next day service is possible if you call by 4 p.m.

Call 262-346-4575 or [waukeshainspections@safebuilt.com](mailto:waukeshainspections@safebuilt.com).

Important SAFEbuilt Contacts:

Michael Moore, Building, Plumbing Inspector

[mmoore@safebuilt.com](mailto:mmoore@safebuilt.com), 262-202-4358

Brian Austin, Electrical Inspector

[baustin@safbuilt.com](mailto:baustin@safbuilt.com), 262-328-7638

Kati Vokovitch, Business Admin Manager

[kvokovitch@safebuilt.com](mailto:kvokovitch@safebuilt.com), 262-955-3014

Dave Hendrix, Operations Manager

[dhendrix@safebuilt.com](mailto:dhendrix@safebuilt.com), 262-202-2173