



REQUIRED INFORMATION FOR AN ACCESSORY STRUCTURE PERMIT

Work cannot begin until all required information is submitted to the Building Inspector, approvals have been given and a Building Permit is issued. Work started before a Permit is obtained is liable for double Permit fees being charged, legal action may be taken and work will be stopped and possibly removed. The Building Inspector may request additional information as required.

A Building Permit Application must be completely filled out with all the applicable required information provided. Failure to provide all information will delay the Permit issuance process. All accessory structures must be approved by the Thiensville Plan Commission and the Historic Preservation Commission (if in Historic District). The Plan Commission meets the first Tuesday of every month after the Monday Committee of the Whole and the Historic Preservation Commission meets the second Wednesday of every month. Initial plans for certain structures may be required for submittal at a minimum of two (2) weeks prior to the meeting for review by the Village Planning Consultant. Submit eight (8) copies of paperwork/plans and the Permit Application to the Village Hall.

Once the Plan Commission and Historic Preservation Commission (if necessary) have issued approval, processing of the Permit will begin. Processing of the Permit takes **5 to 10** business days, but may take longer at peak construction times.

The Building Permit must be picked up and paid for before work may begin. Work started prior to the Building Permit being issued is subject to double permit fees and penalties.

1. Construction Plans: 8 detailed construction plans on a minimum of an 8 ½" x 11" sheet of paper showing the building exterior dimensions, footing and foundation details, building cross section and floor plan shall be submitted. If the plans are not drawn to scale, exact dimensions shall be given. The scale used shall be shown on plan.
2. Survey/Plot Plan: 8 surveys or plot plans showing the location on the site of the proposed building, as well as all existing structures, easements and lot dimensions shall be submitted. 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 given for distances. The scale used shall be shown on plan.
3. Accessory structures must be located in the rear yard only.
4. Measurements for setbacks shall be measured from the furthestmost projection of the structure, eaves, window boxes, stairs, etc.
5. It is requested that the applicant discuss their accessory structure requests with surrounding neighbors.
6. Attendance at Plan Commission meeting and/or Historic Preservation meeting (if in Historic District) is mandatory. No action will be taken if applicant or contractor is not present.
7. All inspections must be arranged through SAFEbuilt (262) 346-4577. The Village cannot schedule these appointments.
8. No permits or approvals in advance, If work has commenced prior to approval, double fees will be charged.

GARDEN AND UTILITY SHEDS (150 SQ. FT. OR LESS)

1. Garden/Utility sheds cannot be larger than 150 sq. ft. in total area.
2. Garden/Utility sheds cannot be closer than 3' to a lot line and no closer than 5' to the principal structure.
3. Garden/Utility sheds cannot exceed 12' in height.
4. The total of all garden/utility sheds and detached garages cannot exceed 20 percent of the entire rear yard area.
5. Only 1 garden/utility shed is permitted per dwelling unit and must be located in the rear yard area.

DETACHED GARAGES (151 – 625 SQ. FT.)

1. Only 1 private attached or detached garage is permitted per dwelling unit and detached garage must be located in the rear yard.
2. Private detached garages cannot exceed 625 sq. feet in total area.
3. Private detached garages cannot be located closer than 3' to a lot line and closer than 5' to the principal structure.
4. Private detached garages cannot exceed 20' in height.
5. The total of all private detached garages and garden/utility sheds cannot exceed 20 percent of the entire rear yard area.

NOTE: Certified Survey Maps (CSM) are recorded at the Ozaukee County Register of Deeds. To acquire a CSM that is recorded for your lot, the County will require your tax key number and address of your property. (Tax key numbers can be obtained from your property tax bill or at Village Hall.) Please note that not all properties have a Certified Survey Map recorded at the Register of Deeds Office. If one is not currently recorded, a Plat of Survey or Certified Survey Map can be made by contacting a registered land surveyor.