

Project Checklist

- Determine if a garage can be built on your lot
- Determine what size garage can be built on your lot
- Site Plan drawn to scale
- Structural materials and electrical specifications
- Tax key number and property owner name
- Apply for permit
- Schedule on-site inspections

Building Permit Fee Schedule

Garages

Detached Garages/Accessory Structures

\$.12/sq ft with \$40 Min
+ \$25 Zoning Permit Fee

Attached Garages

\$.12/sq ft with \$75 Min
+ \$40 Zoning Permit Fee

Contact Information

Community Development

Phone 920-967-3650
Fax 920-967-5272

Building Inspector

Phone 920-967-3655
Schedule Inspections 1-800-422-5220

Diggers Hotline

Phone 1-800-242-8511
Website www.DiggersHotline.com

Garages



140 Main Street
Menasha, WI 54942
Phone: (920) 967-3650
Fax: (920) 967-5272
www.cityofmenasha-wi.gov

City of Menasha
Community Development
Department

140 Main Street
Menasha, WI 54952
www.cityofmenasha-wi.gov

How to obtain a permit...



Step One

Determine if a garage can be built on your lot...

- No garage can be constructed on a lot without a principal structure
- No garage can be constructed between the principal structure and the street right-of-way, unless otherwise determined by the Community Development Department
- Determine if you are building a attached or detached garage
- Only one (1) detached garage and one (1) accessory building are permitted on a lot. If both types of structures are to be located on a lot, the smaller structure may not exceed two hundred (200) square feet

Step Two

Determine what size garage can be built on your lot and check required design guidelines...

- Refer to garage specification and size requirements sheet on the City of Menasha's website. This sheet can be found under the Building Inspection Department's website

Step Three

Apply for the permit...

A permit is required to build a garage, carport, or accessory structure. A separate electrical permit is required if the garage or accessory building will have electrical service. Please see back of brochure for permit fee schedule

You must provide the following information when applying for a permit...

- Structural materials list
- Electrical Specifications
- Site Plan drawn to scale including; Lot dimensions, existing buildings, proposed garage dimensions and height, height of existing principal structure, setbacks, street right of ways, easements, and driveway location
- Total estimated cost of project
- Tax key number and property owner name



Contacting the Community Development Department...

You can obtain permits at the Building Inspection office located on the second floor of City Hall, 140 Main Street, between the hours of 8 a.m. and 10 a.m. and 12:15 p.m. to 1 p.m. Monday through Friday. Permits may be issued by the Building Inspector only after the project has been approved by the Community Development Department. **Permits are valid for one year from the issuing date.**

Step Four

On-site Inspections...

- If footings are required, an inspections must be scheduled prior to the footing being poured
- If the garage will have electrical service, an electrical inspection must be scheduled
- The owner or contractor must contact the Building Inspector at least 24 hours prior to pouring the concrete slab
- Upon project completion, the owner or contractor must contact the Building Inspector to schedule a final inspection

Building Inspections can be scheduled by calling 1-800-422-5220.

