

Project Checklist

- Determine if a shed/accessory building can be built on your lot
- Determine what size shed/accessory building can be built on your lot
- Site Plan drawn to scale
- List of structural materials and electrical specifications
- Tax key number and property owner name
- Apply for permit
- Schedule on-site inspections

Building Permit Fee Schedule

Sheds and Accessory Buildings

Sheds and Accessory Structures

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

This information was last updated March 2010

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

Sheds and Accessory Buildings



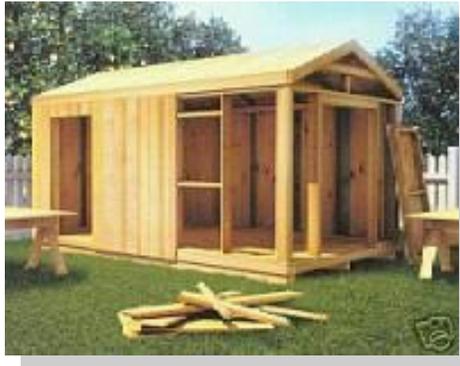
**140 Main Street
Menasha, WI 54942**
Phone: (920) 967-3652
Fax: (920) 967-5272
www.cityofmenasha-wi.gov

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 shed/accessory building can be built on your lot...

- No shed/accessory building can be constructed on a lot without a principal structure
- No shed/accessory building can be constructed between the principal structure and the street right-of-way, unless otherwise determined by the Community Development Department
- 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 shed/accessory building 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 shed/accessory building dimensions and height, 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 inspection must be scheduled prior to the footing being poured
- If the shed/accessory building 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

