



Building Inspection Department

City of De Pere

335 S. Broadway, De Pere, WI 54115
Phone: (920) 339-4053 FAX: (920) 330-9491

ACCESSORY BUILDINGS

No accessory building or structure, including private garages, attached or detached, open sheds, roof covered patios, tool sheds, fences, or any other accessory building or structure, shall be constructed, enlarged, altered, or repaired unless a building permit for that work shall first be obtained by the owner or his agent from the building inspector. The plans will be examined by a building inspector to ensure they conform to all relevant building, zoning, and right-of-way regulations.

Plan Review

Items the building inspector will look for when reviewing your accessory building plans are as follows:

- ☐ Detached accessory building shall not occupy more than forty-five (45%) percent of the area of a required rear yard and in no case exceed a total of seven hundred (700) square feet. On corner lots, the dimension of the shorter of the two (2) property lines having street frontage shall be used in calculation of the allowable square footage.
- ☐ No detached accessory building or structure shall exceed the height of the principal building or structure, or fifteen (15) feet, whichever is the most restrictive.
- ☐ Detached accessory buildings, structures, or uses shall be located no closer than five (5) feet to any other accessory or principal building.
- ☐ On reversed corner lots, all accessory buildings shall conform to the existing setback lines on both streets and on the rear lot line it shall conform to the side yard requirements of the appropriate zoning district. No accessory building shall be erected in or encroach upon the required side yard of a corner lot which is adjacent to the street nor upon the required side yard of a reversed corner lot which is adjacent to the street.
- ☐ Sheds must be located in the rear yard only. The following requirements shall be followed:

Side Yard Setback: Six (6) feet - unless located in rear quarter (25%) of lot, can then be reduced to four (4) feet.
Rear Yard Setback: Four (4) feet.

- ☐ Accessory buildings shall not be located in any utility, storm or drainage easements.

Submitting Plans

1. A permit application worksheet.
2. A certified survey of your property that shows where the garage will be located, OR a plot plan that shows the following:
 - ☐ The size and configuration of your lot. All boundary lines must be shown and dimensioned.
 - ☐ The location of all buildings and structures on your property, labeled as to use and whether "existing" or "proposed".
 - ☐ The location and names of all abutting streets and alleys.
 - ☐ The location of all existing and proposed driveways.
 - ☐ The distance of your proposed new building from the street property line, the side and rear property lines, and from any other buildings on your property.
3. A building cross section, a fill-in drawing is available for a typical garage.
4. The estimated value of the project. Include the value of labor even if you are doing it yourself.

Associated Permits

- ☐ If you need to demolish an old garage, you must complete a separate razing permit application. Please note that municipal code requires a 10 calendar day waiting period before the razing permit can be issued.
- ☐ An electrical permit is required if you provide electrical service to the garage.
- ☐ If the garage is accessed from a street and requires a new driveway, a separate permit for driveway and curb cut is required.