



VILLAGE OF KIMBERLY

426 W. Kimberly Avenue
Kimberly, WI 54136

COMMUNITY DEVELOPMENT

920-788-7507

One & Two Family Accessory and Utility Structures

This handout is intended to provide property owners/contractors with a simplified review of code provisions relating to the topic noted. This handout is not, however, complete code provisions. For a review of the regulations that would apply to your particular site, please refer to the Village of Kimberly Zoning Ordinance. Prior to purchasing materials or signing contracts associated with a project, it is recommended to first secure Village review and approval of a planned project.

Frequently Asked Questions

Why Do I Need a Permit?

The permit and inspection process gives you, your neighbors, and the Village assurance that specific standards are met when expanding, altering, or repairing your property by complying with State and Local Code and Zoning Requirements. These standards are based on health, safety, and environmental considerations intended to protect the integrity of the building, the safety of its inhabitants, and the welfare of the public. Projects not completed according to code can affect aesthetics, values and quality of life in your neighborhood.

When Do I Need a Building Permit?

A Building Permit is required prior to commencing the constructing of any accessory or utility storage buildings on your property. A permit is also required when replacing or altering an existing accessory or utility storage building.

Who is Responsible for Obtaining a Permit?

The property owner is responsible for ensuring that a permit is obtained prior to work being started. Contractors may also apply and obtain permits on behalf of the property owner. Under no circumstances can construction or demolition start prior to obtaining the Building Permit.

Definition of Accessory and Utility Structures

- Accessory and Utility Structures are defined as **attached** or **detached** structures which are:
 - Constructed or located on the same zoning parcel as the principal building or use served, except as may be specifically provided elsewhere in this ordinance;
 - Clearly incidental to, subordinate in purpose to, and serves the principal use;
- The difference between Accessory and Utility Structures is defined as:
 - Accessory Structures are those that exceed 150 sf in area,
 - Utility Structures are those that do not exceed 150 sf in area.

How many Accessory and Utility Structures are permitted?

- **Single Family Dwellings:** One attached garage, one detached garage, and one utility structure.

- **Two Family Dwellings:** One attached garage per dwelling unit, one detached garage, and one utility structure per dwelling unit.

What are the setback requirements for an Accessory or Utility Structures?

Interior Lot (single street frontage)

Yard	Attached to Principal Building	Detached Structures
Front	25 feet minimum from the front/street property line. *See 525-31 B. (1) for reduced front yard provision.	Must be located behind the principal building.
Side	6 feet minimum for an individual side yard and 14 feet minimum for the combined side yards.	3 feet minimum, including side yards abutting an alley right of way.
Rear	25 feet minimum	3 feet minimum, including rear yards abutting an alley right of way. See Kennedy Ave. setback provision below.
To Other Buildings	Maintain at least 3 feet to other detached accessory and utility structures	Maintain at least 3 feet to attached or detached accessory and utility structures

Corner Lot (two intersecting street frontages)

Yard	Attached to Principal Building	Detached Structures
Front	25 feet minimum from each front/street property line. *See 525-31 B. (2) for reduced front/street yard provision.	The greater of 25 feet or the same as the principal structure.
Side	6 feet minimum for an individual side yard.	3 feet minimum, including side yards abutting an alley right of way.
Rear	25 feet minimum.	3 feet minimum, including rear yards abutting an alley right of way. See Kennedy Ave. setback provision below.
To Other Buildings	Maintain at least 3 feet to other detached accessory and utility structures.	Maintain at least 3 feet to attached or detached accessory and utility structures.

Kennedy Ave. Setback Provision: Lots with additional street frontage on Kennedy Ave., where the lot is officially designated "no access" to the Kennedy Ave. public right-of-way (reference subdivision plat), the setback to the Kennedy Ave. property line shall be treated as a rear property line for setback purposes.

Will or does the Village locate property lines? The Village does not locate property lines. However, Village staff will provide guidance in locating property lines. Locating property lines is the property owner's responsibility.

What is the Maximum Size Allowed for Detached Accessory and Utility Structures?

- **Attached Accessory Structures** are limited to the footprint of the principal use area of the principal building:
 - Any living space above the attached garage shall be counted towards the footprint square footage of the principal use area.
- **Detached Accessory and Utility Structures** combined are limited to the lesser of:
 - the footprint square footage of the principal use areas of the principal building, or;
 - the total combined square footage of detached accessory structures and utility storage structures cannot exceed 30% of the rear yard, or in the case of a corner lot, 30% of the yard in which the structures are located.
- **Utility Structures** cannot exceed 150 square feet.

What is the maximum height of an Accessory or Utility Structure?

- **Attached Accessory Structures** cannot exceed the height of the principal building.
- **Detached Accessory and Utility Structures** cannot exceed the lesser of:
 - 15 feet as calculated by averaging the eave and ridge heights of the proposed accessory or utility structure, or;
 - The actual height of the principal building.

How Do I Apply for a Building Permit?

Permits may be obtained from the Street Department, 426 W. Kimberly Ave. The Street Department office hours are:

Monday – Thursday	8 am – 4 pm
Friday	8 am – noon

To ensure staff availability for permit issuance, please call in advance.

It is also possible to submit the necessary application and drawings by e-mail, fax or mail for review and approval. Once reviewed, this office will contact you by phone or e-mail (information to be provided on the application) to advise you of the results.

Please plan ahead. It is recommended to secure permits at least two weeks in advance of project start dates as Village staff are not always immediately available and in case it is determined additional information is necessary for review.

When applying for a Permit to construct an **Accessory or Utility Storage Building**, applicants must provide the following information:

- ❑ ***A completed Building Permit Application (available on the Department Web Page) including a fair market value of the project (material and labor.)***
- ❑ ***A scaled & dimensioned site plan including:***
 - * Property lines and lot dimensions.
 - * Location of all buildings, including the proposed building, on the property and distances to property lines.
 - * Location of public streets.

- * Location of driveways and parking areas.
- * Location and size of all door and window openings.

Note: If you do not have a scaled site plan, you may obtain one from this office generated from the Village's Geographic Information System.

☐ ***Foundation plan or written description indicating the following:***

- * Type of and specifications for the foundation.
- * Provide the thickness of the slab, grade beam, curbs and granular base for floating slab foundations.
- * Provide sizes of footings, walls and slab for frost free foundations.
- * Type and location of slab reinforcement and building anchors.

☐ ***Elevation drawing indicating the following:***

- * Height of the walls.
- * Total height to the roof ridge.
- * Dimension of the overhang.
- * Roof pitch and materials.
- * Siding materials. (Also provide details for siding materials used on the principal residential structure for projects located in the R1, R2, R3 and R2R Zoning Districts to demonstrate the siding materials on the Accessory Building will compliment and conform to the principal residential structure.)

☐ ***Provide the following structural data:***

- * Material and size for headers and beams.
- * Truss plans or species, grade and size of rafters and ceiling joists.
- * Pre-manufactured or kit sheds must provide manufacturer's specifications showing the roof will support a 30 lb. snow load.

Please use this checklist to ensure you are providing the basic information needed to obtain your permit. Depending on site conditions additional information may be required after Village staff has reviewed your site plan. Depending on site conditions, additional information may be required after the Village staff has reviewed your site plan.