

STEP BY STEP GUIDELINE TO BUILDING AN DETACHED BUILDING

(Detached Garage, Shed, Deck, etc)

1. **Before getting started, you must provide us with a site plan and building plans.** (please note that both these documents will need to be provided to Barron County as well so there is no extra cost to provide them to us when getting started). **Once you have the items listed below you must fill out the Application for Approval form** (available on our website) before you start to build. We will check to make sure you have set-backs correct on your lot before you proceed. (Please check the C&R's for your division on our website to find out what your set-backs are, they are usually different then Barron County)

Please note:

- A shed cannot exceed 144 sq ft. or be more than 12 feet tall and a concrete floor is not required.
- Anything larger than 144 sq ft. is considered a detached garage and a concrete floor **IS** required. A covered canopy is considered a garage and must also have a concrete floor.
- A maximum sq ft of 1,096 is allowed for the detached garage. (Barron County may allow larger, however the max size is determined by the C&R's for your division and those shall apply.

These next steps must be acquired from Barron County.

2. **Obtain rural address number.** (Also known as a fire number)
3. **Obtain a Barron County Land Use Permit** for the location of your new garage or shed. Applications for land use permits (this application can be found on our website) must be signed by the property owner and include the following attachments: a. Site plan with accurate measurements to the lot lines, road, and the ordinary highwater mark of the body of water, if applicable. b. Floor plans of the dwelling on legal size paper (8 1/2" X 14") or smaller. If the property has water frontage an onsite visit of the property will be required before the issuance of a land use permit.
4. **Once construction of your new garage or shed has begun, a setback inspection must be scheduled.** This inspection is done by the staff of the Zoning Office at the time the forms for the foundation are placed. Please call 715-537-6375 to schedule this inspection.

These next steps are acquired from the Town of Cedar Lake

5. A **UDC (uniform dwelling code) building permit is required.** This permit is available on our website. You can email Scott Schiefelbein (scottschiefelbein@yahoo.com) the application once filled out to get more information or you can call him at 715-790-6993.
6. You must obtain a driveway permit and purchase a culvert. Call Scott Walters at 715-234-3817 and leave a message.

All of these steps must be taken before we sign the approval application form. After the form has been signed you may begin building.