



ONE & TWO-FAMILY SHED GUIDE

The information in this packet is provided to help guide you through the permit application process. This packet will also provide you with information regarding approved shed locations and minimum construction requirements.

- Page 2: Permit Application Guide
- Page 4: Zoning Code Requirements
- Page 6: Building Code Requirements
- Page 8: Building Permit Application Short Form
- Page 9: Site Plan
- Page 10: Non-Permitted Erosion Control Application
- Page 12: Anchoring Information



PERMIT APPLICATION GUIDE

Shed Permit Guide:

This guide was developed to help direct you through the permit application process. Following the steps below will help to expedite the issuance of your building permit.

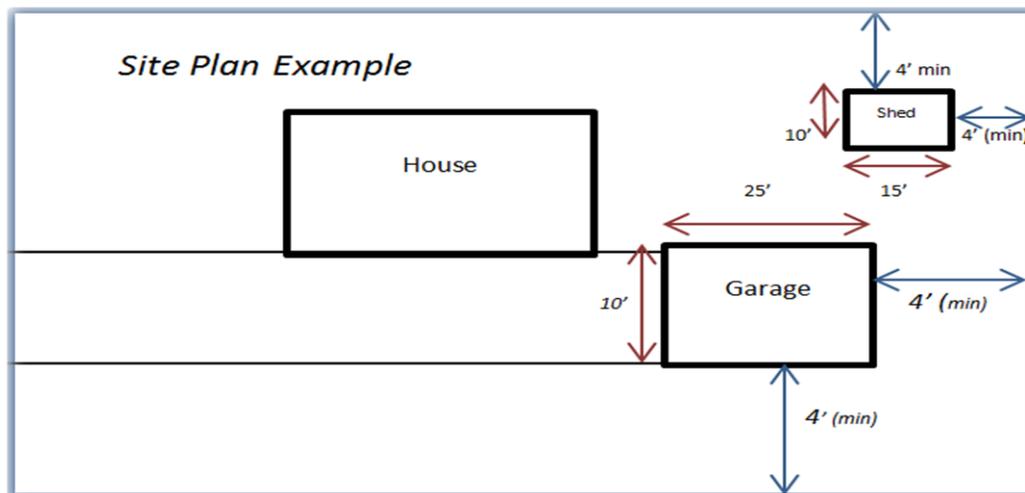
Please note that ALL required information must be submitted together at one time when applying for your permit (see submittal checklist in Step 4).

I. Completely fill out the attached Building Permit Application (Short Form):

- Provide a detailed description of all proposed work. Property owners may obtain permits for construction projects if the house is owner-occupied.
 - Fill out Non-Permitted Erosion Control Form.

2. Provide Site Plan:

- Indicate/draw shed location with dimensions.
- Indicate all streets, North arrow.
- Exterior boundaries of the property including dimensions of property lines.
- Location of existing and proposed structures.
- Dimensions of setbacks from property lines and between structures.
- Parcel maps can be found on the City of Green Bay website under GIS Mapping to use as a Site Plan. (<https://greenbaywi.gov/180/GIS-Mapping>)



***NOTE: 1) LOTS LESS THAN 60' IN WIDTH ONLY REQUIRE A 2 ½' SIDE YARD SETBACK. 2) LOTS LESS THAN 90' IN DEPTH ONLY REQUIRE A 2 ½' REAR YARD SETBACK.**

3. Provide Set of Building Plans:

- The Plans must be of professional quality and legible.
 - Acceptable plans can be submitted from Building Supply Stores.
 - If it is a pre-fab shed, please supply the manufacturer's pamphlet with picture of structure.
- Include the following information:
 - The height of the shed side walls.
 - The height of the shed to the roof ridge (peak).
 - Door and window locations.
 - Material and size of headers and beams.
 - Truss plans/type of wood, grade and size of rafters and ceiling joists.

- Slab information, including grade beam size, slab thickness, re-enforcement size and locations.
 - What platform will be used (wood, concrete, gravel with thickness information).
 - **Sheds must be anchored down. Please provide the type of anchoring system that will be utilized.**

4. Apply for the Permit:

- Please plan ahead and pick one of the following methods to apply for your permit. Make sure all of the required information listed above is included and submit it to the Department of Community and Economic Development using one of the methods listed below:
 - ***In Person with an Inspector at City Hall:***
 - This is the best method to discuss the specifics of your project with an inspector. Typically if all the required information is submitted and found acceptable, the permit can be issued at that time.
 - Inspectors are typically available for consultation and permit issuance 8:00 a.m. - 4:00 p.m., Monday through Friday, but it is strongly encouraged to call ahead to verify inspector availability due to schedule variations for summer hours, holidays, etc.
 - ***By Email:***
 - Email all the required information (see Submittal Checklist below) to inspmail@greenbaywi.gov.
 - ***By Mail:***
 - City of Green Bay
Department of Community and Economic Development
100 N Jefferson Street, Room 608
Green Bay, WI 54301

Submittal Checklist:

- ✓ Site Plan
- ✓ Building Plans
- ✓ Non-Permitted Erosion Control Form (if applicable)
- ✓ Building Permit Application

5. Payment of Permit Fees:

- Once your permit application has been reviewed and you have been notified of a Project Number, you can make payment.
- Sheds will require a \$50 building permit.
 - Make checks payable to City of Green Bay, or
 - Pay online through GovPayNet –
<http://www.greenbaywi.gov/DocumentCenter/View/943/Online-Payment-Instructions-PDF>
A Project Number must be assigned by Inspection office staff **before** making a payment online. A service fee will be charged for online payment.

Underground Utilities: Call Diggers Hotline 3 Work Days Before You Dig!

ZONING AND BUILDING CODE REQUIREMENTS

- Setbacks for detached sheds:
 - Front setback = 55 ft.
 - Rear setback = 4 ft. (2-½ ft. if lot is smaller than 90 ft. wide)
 - Side setback = 4 ft. (2-½ ft. if lot is smaller than 60 ft. wide)
- Sheds are limited in the front setback of your house and cannot be in front of the principle structure.
 - No more than 30% of the required rear yard may be covered by accessory (shed) structures.
 - Sheds may not exceed the height of the principle structure.
 - Note: 50 % of your total lot needs to be green space (pervious). If your lot is close to being more than 50% impervious (buildings, walkways, driveways, decks, etc.), then a variance is needed.
 - Metal sheds have a maximum of 120 sq. ft. in residential zones.
 - See zoning requirements below:

13-615. Residential accessory buildings.

- (a) In general. In all residential districts, the design and construction of any garage, carport, or storage building shall be similar to or compatible with the design and construction of the main building. The exterior building materials, roof style, and colors shall be similar to the main building or shall be commonly associated with residential construction.
- (b) Attached structures. An accessory structure shall be considered attached and an integral part of the principal structure when it is connected by an enclosed passageway. Such structures shall be subject to the following requirements:
 - (1) The structure shall meet the required yard setbacks for a principal structure, as established for the zoning district in which it is located.
 - (2) In no case shall the total floor area of an attached garage, carport, or other accessory structure exceed the ground floor area of the principal building located on the same lot.
 - (3) Attached garages may not exceed the height of the principal structure.
- (c) Detached structures. Detached accessory structures shall be permitted in residential districts in accordance with the requirements shown in Table 6-4 and as follows:
 - (1) Detached accessory structures shall be located to the side or rear of the principal building and are not permitted within the required front yard or within a side yard abutting a street.
 - (2) The maximum size may be increased upon approval of a conditional use permit, provided that lot coverage requirements are satisfied.
 - (3) Structures with a metal exterior finish exceeding 120 sq. ft. shall be permitted only by conditional use permit.
 - (4) No more than thirty (30) percent of the required rear yard area may be covered by accessory structures.
 - (5) Distance between structures shall be measured from wall to wall.

Table 6-4. Requirements for detached accessory structures, residential districts (Amd. GO 25-09)

Use	One- or two-family residential use	Townhouse or multifamily residential use	RR District, 10 acres or more
Number of Structures Allowed	2	1 per unit	2
Maximum Size- 1st structure	1,000 sq. ft./dwelling unit	10 percent of lot area ^a	2,000 sq. ft.
Maximum Size- 2nd structure	150 sq.ft.	150 sq.ft.	1,000 sq. ft.
Maximum Height^c	16 feet ^d	16 feet ^d	20 feet ^d
Maximum Side Wall Height^c	10 feet	10 feet	10 feet
Required Setbacks			
Front yard ^e	55 feet	55 feet	55 feet
Side yard ^{b, e}	4 feet	10 feet	15 feet
Rear yard ^{b, e}	4 feet	10 feet	15 feet
Between structures	3 feet	3 feet	3 feet

Notes to Table 6-4:

- (a) One- and two-family lots less than sixty (60) ft. in width only require a two-and-a-half (2-½) ft. side yard for detached accessory structures.
- (b) One- and two-family lots less than ninety (90) ft. in depth only require a two-and-a-half (2-½) ft. rear yard for detached accessory structures.
- (c) Maximum height and maximum side wall height may be increased to a height no greater than that of the principal structure located on the same lot provided the accessory structure is used as a carriage-house dwelling.
- (d) Heights of structures may be increased with a conditional use permit as permitted in 13-205.
- (e) A corner yard setback may be reduced where at least 50% of the front footage of any block is built up with principal structures, the corner yard setback for new structures shall be equal to the average of the existing structures, except that any structure which is set back 20% more or less than the average may be discounted from the formula. In no case shall the setback be less than 15 ft. and shall only apply to corner lots of two intersection rights-of-way.

SECTION 2. ACCESSORY USES AND STRUCTURES

13-613. General requirements.

Accessory uses and structures in the residential districts shall comply with the following standards and all other applicable regulations of this ordinance:

- (a) No accessory use or structure shall be constructed or established on any lot prior to the time of construction of the principal use to which it is accessory.
- (b) The accessory use or structure shall be incidental to and customarily associated with the principal use or structure served.
- (c) The accessory use or structure shall be subordinate in area, extent, and purpose to the principal use or structure served.
- (d) The accessory use or structure shall contribute to the comfort, convenience, or necessity of the occupants of the principal use or structure served.
- (e) The accessory use or structure shall be located on the same zoning lot as the principal use or structure.

BUILDING CODE REQUIREMENTS

SPS 321.08 Fire separation and dwelling unit separation.

(I) FIRE SEPARATION. Dwelling units shall be separated from garage spaces, accessory buildings, property lines and other dwelling units in accordance with Table 321.08 and the following requirements:

Table 321.08

Between Dwelling and:	Distance Between Objects ¹	Fire Rated Construction ^{2, 5}
Detached garage or accessory building on same property	Less than 5 ft.	3/4-hour walls 1/3-hour door or windows
Another dwelling on same property	Less than 5 ft.	3/4-hour wall ⁴ 1/3-hour door or window ⁴
Detached garage, accessory building, or other dwelling on same property	5 to 10 ft.	3/4-hour wall ³ 1/3-hour door or window ³
Detached garage, accessory building, or other dwelling on same property	More than 10 ft.	No requirements
Property Lines	Less than 3 ft.	3/4-hour wall 1/3-hour door or window
Property Lines	3 ft. or more	No Requirements
Zero Lot Line	None	Follow sub. (2) (d) Requirements

¹ Distance shall be measured perpendicular from wall to wall or property line, ignoring overhangs.

² Fire rated construction shall protect the dwelling from an exterior fire source.

³ Fire rated construction may be in either facing wall.

⁴ Fire rated construction shall be in both facing walls.

⁵ The methods for garage separation in par. (a) 1. are examples of ¾ hour wall construction.

(a) Attached garages.

1. The walls and ceiling between an attached garage and any portion of the dwelling, including attic or soffit areas, shall be 3/4-hour fire-resistive construction or shall be constructed as specified in any of the following:
 - a. One layer of 5/8-inch Type X gypsum drywall shall be used on the garage side of the separation wall or ceiling.
 - b. One layer of 1/2-inch gypsum drywall shall be used on each side of the separation wall or ceiling.
 - c. Two layers of 1/2-inch gypsum drywall shall be used on the garage side of the separation wall or ceiling.
2. For all methods listed under subd. 1., drywall joints shall comply with one of the following:
 - a. Joints shall be taped or sealed.
 - b. Joints shall be fitted so that the gap is no more than 1/20-inch with joints backed by either solid wood or another layer of drywall such that the joints are staggered.

Note: 1/20-inch is approximately the thickness of a U.S. dime.

3. Vertical separations between an attached garage and a dwelling shall extend from the top of a concrete or masonry foundation to the underside of the roof sheathing or fire-resistive ceiling construction.

(b) Structural elements exposed in an attached garage.

Beams, columns and bearing walls which are exposed to the garage and which provide support for habitable portions of the dwelling shall be protected by one of the methods specified in par.

- (a) I. a. or c. or other 3/4-hour fire-resistive protection.

(c) Doors.

- I. The door and frame assembly between the dwelling unit and an attached garage shall be labeled by an independent testing agency as having a minimum fire-resistive rating of 20 with ASTM E 814 or UL 1479, with a minimum positive pressure differential of 0.01 inch of water (3 pa), and shall have an F rating of not less than the required fire-resistance rating of the assembly penetrated.

Permanent Weather Resistant Finish:

- The exterior walls of the shed are required to be covered with a permanent weather resistant finish. There is a misconception in the construction industry that vinyl siding is a permanent weather resistant finish. However, the vinyl siding does not protect the osb sheathing from getting wet and is actually constructed with holes in it to let the water shed out due to the fact that it is not weather resistant. Most vinyl siding manufacturers require a weather barrier under the siding such as tar paper or house wrap. Please also note that osb is not an exterior finish material and it shall not be exposed to the elements for longer than required during construction even if it is painted. When installing house wrap and/or tar paper, please remember to properly lap it so that the water sheds from the top of the structure to the bottom.



BUILDING PERMIT APPLICATION SHORT FORM

Department of Community
and Economic Development
100 N. Jefferson Street, Rm 608
Green Bay, WI 54301-5026
(920) 448-3300 - phone
(920) 448-3426 - fax
inspmail@greenbaywi.gov

All fields must be completed before permit will be processed.

Project Address: _____

PROPERTY OWNER	CONTRACTOR INFORMATION
Name: _____	Name: _____
Address: _____	Address: _____
City, State, Zip: _____	City, State, Zip: _____
Telephone #: _____	Telephone #: _____
Email: _____	Email: _____

Property Owner – Do you own and occupy the above listed property? Yes No
(check one)

Current Land Use: I-Family 2-Family Multi-Family Commercial
(check one)

Project Scope: Fence (36) Driveway Expansion (35) Yard Shed (22)(<150 ft²)
(check all that apply)

Description of Project: _____

Estimated Cost of Construction: _____

The applicant certifies that the information submitted herein is accurate, agrees to comply with the WI Admin. Code, Municipal Ordinance, and with the conditions of this permit, and understands that permit issuance creates no legal liability, expressed or implied, on the Department or Municipality.

Signature of Applicant

Date

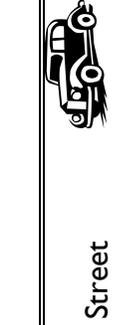
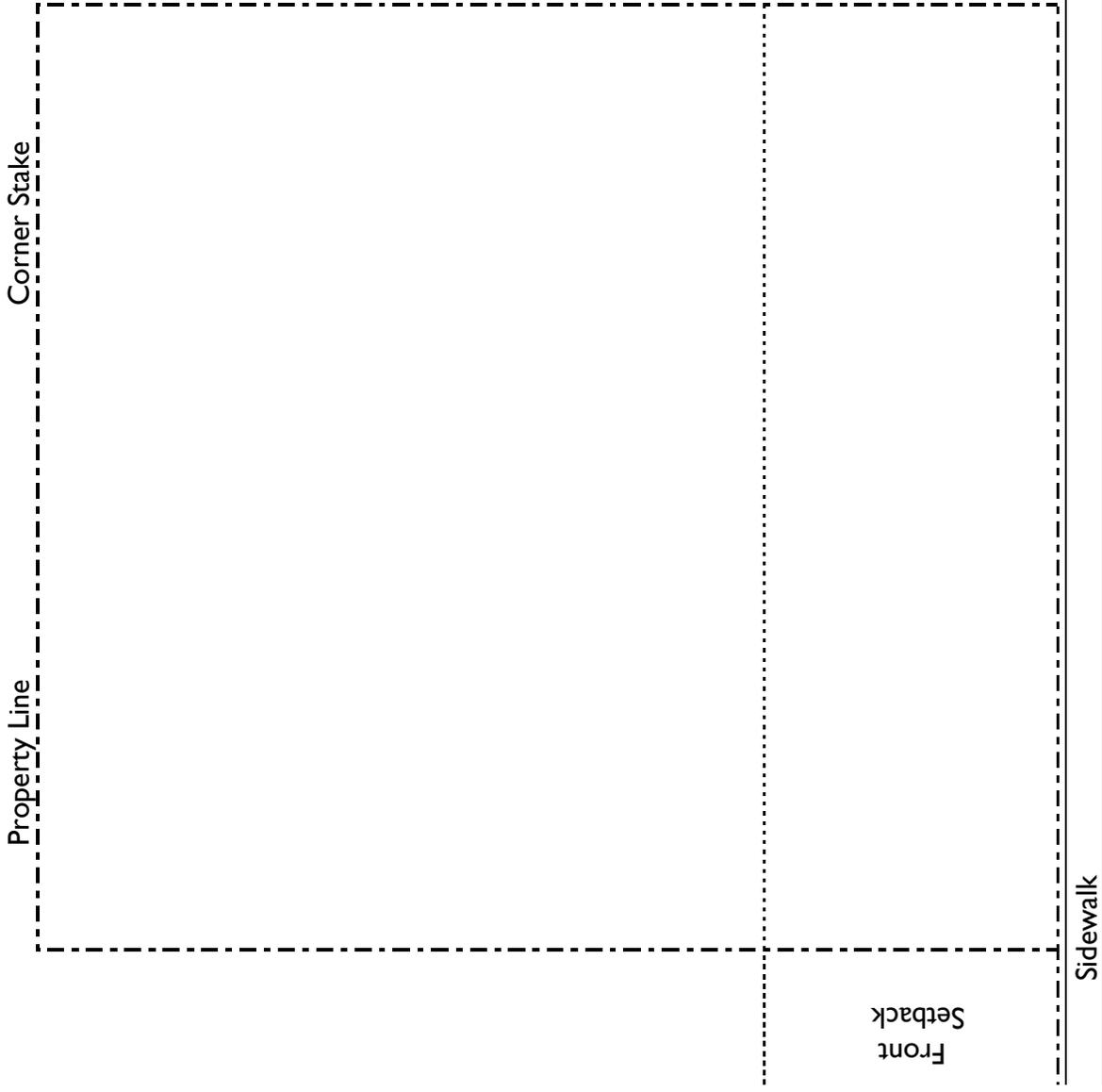
To schedule an inspection, submit an online Inspection Request or call (920) 448-3300 at least one business day in advance. Final inspections are required for all projects.

For Office Use Only	
Project # _____	Receipt # _____
Parcel # _____	Permit Fee _____
Reviewed By: _____	Credential # _____

SITE PLAN

Address: _____
Parcel No: _____
Subdivision: _____
Lot No.: _____

- Lot Size and Dimensions
- Building(s) Location
 - Size
 - Number of Stories
 - Use
 - Setbacks from Property Lines





DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION

100 N. Jefferson Street, Room 300
Green Bay, WI 54301
Tel (920) 448-3100
Fax (920) 448-3102

**EROSION AND SEDIMENT
CONTROL NON-PERMITTED
CONDITIONS**

Per 34.08 PERFORMANCE STANDARDS FOR CONSTRUCTION SITES NOT REQUIRED TO BE PERMITTED.

- (1) **RESPONSIBLE PARTY.** The landowner of the construction site or other person contracted or obligated by other agreement with the landowner to implement and maintain construction site BMPs is the responsible party and shall comply with this section.
- (2) **EROSION AND SEDIMENT CONTROL PRACTICES.** Erosion and sediment control practices at each site where land disturbing construction activity is to occur shall be used to prevent or reduce all of the following:
 - (a) The deposition of soil from being tracked onto streets by vehicles.
 - (b) The discharge of sediment from disturbed areas into on-site storm water inlets.
 - (c) The discharge of sediment from disturbed areas into adjacent waters of the state.
 - (d) The discharge of sediment from drainage ways that flow off the site.
 - (e) The discharge of sediment by dewatering activities.
 - (f) The discharge of sediment eroding from soil stockpiles existing for more than 7 days.
 - (g) The transport by runoff into waters of the state of chemicals, cement, and other building compounds and materials on the construction site during the construction period. However, projects that require the placement of these materials in waters of the state, such as constructing bridge footings or BMP installations, are not prohibited by this subdivision.
- (3) **LOCATION.** The BMPs shall be located so that treatment occurs before runoff enters waters of the state.
- (4) **IMPLEMENTATION.** The BMPs used to comply with this section shall be implemented as follows:
 - (a) Erosion and sediment control practices shall be constructed or installed before land disturbing construction activities begin.
 - (b) Erosion and sediment control practices shall be maintained until final stabilization.
 - (c) Final stabilization activity shall commence when land disturbing activities cease and final grade has been reached on any portion of the site.

- (d) Temporary stabilization activity shall commence when land disturbing activities have temporarily ceased and will not resume for a period exceeding 14 calendar days.
- (e) BMPs that are no longer necessary for erosion and sediment control shall be removed by the responsible party.

City Representative who reviewed the above requirements with the Project Representative:

(Signature)

(Date)

(Print Name and Title Here)

City Project ID: _____

Site Name: _____

Address / Location: _____

Land Owner: _____

Land Owner's Contact Representative: _____

I have reviewed the City of Green Bay Permit Conditions for the Erosion and Sediment Control Standards for the Non-Permitted referenced project above. I agree to comply with these conditions and will notify the City of Green Bay of any changes to the plan or project schedule.

(Signature)

(Date)

(Print Name and Title Here)

(1 Copy Permittee, 1 Copy Inspection Files, 1 Copy Engineering Files)

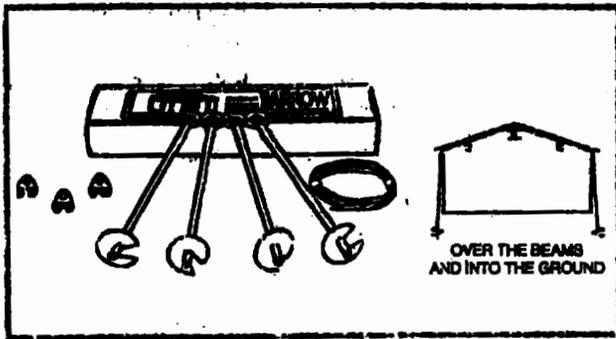
Anchoring

A10

Anchoring Down The Building

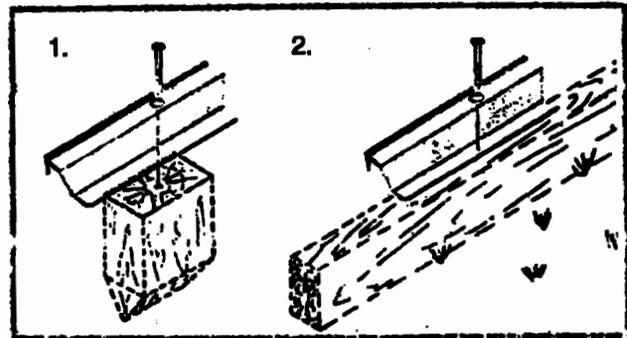
It is important that the entire floor frame be anchored after the building is erected.
Below are recommended ways of anchoring.

Arrow Anchoring Kit: (Model No. AK4 or 60298)
Recommended for use with any suggested base.
Contains: 4 Anchors with Cable, Clamps and Installation Instruction.

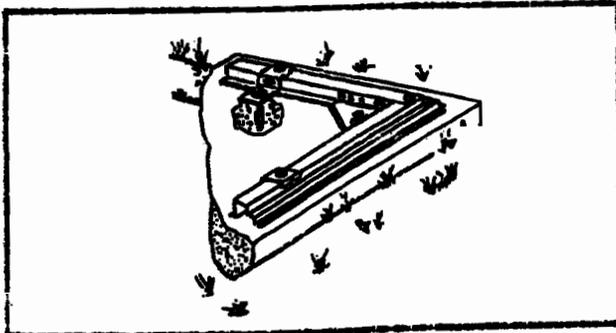


Anchoring into Wood/Post:

Use 1/4" (6 mm) Wood Screws. There are 1/4" (6 mm) dia. holes provided in the frames for proper anchoring.

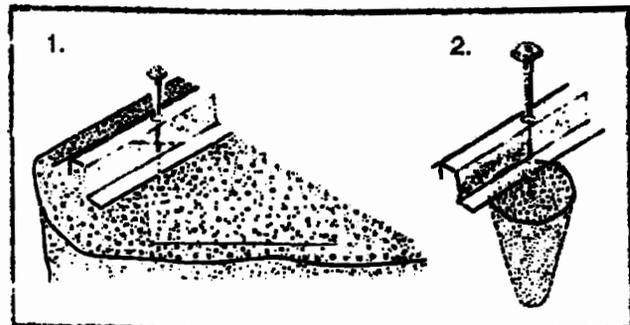


Arrow Anchoring Kit: (Model No. AK100 or 68383)
Recommended for use with the concrete base.
Contains: Corner gussets, perimeter clips, hardware, 1/4" masonry drill bit and installation instruction.



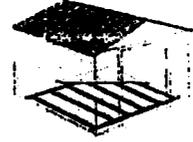
Anchoring into Concrete:

1. For poured concrete slab or footing or patio blocks:
Use 1/4" x 2" (6 mm x 51 mm) Lag Screws.
2. For Anchor Post of Concrete poured after building is erected:
Use 1/4" x 6" (6 mm x 152 mm) Lag Screws.



Base

The Base For Your Building



No matter which of the options below you choose for a base, an **ARROW ANCHORING KIT** is recommended as an effective method of properly securing your building after assembly is complete.

OPTION 1: Directly on ground (earth)

Assemble your building directly on level ground (grass, dirt, rock, sand, etc.). If you choose this option Arrow has a simple kit available to provide a floor inside the shed to keep stored items off the ground. This kit can be used to support a plywood floor (wood not included) or be filled with sand/rock to provide a solid surface. (Order No. FB1014-A or 68387-A)

Allow 1 - 2 hours for construction.

OPTION 2: Wood Platform

If you decide to build your own base, be sure to select the appropriate materials.

These are the recommended materials for your base:

- 2 x 4's (38 mm x 89 mm) Pressure Treated Lumber
- 5/8" (15,5 mm) 4 x 8 (1220 mm x 2440 mm) Plywood-exterior grade **NOTE: Pressure Treated Lumber must not be used where it will make contact with your storage building. The properties of Pressure Treated Lumber will cause accelerated corrosion. If Pressure Treated Lumber comes in contact with your storage building your warranty will be voided.**
- 10 & 4 penny Galvanized Nails ● Concrete Blocks (optional)

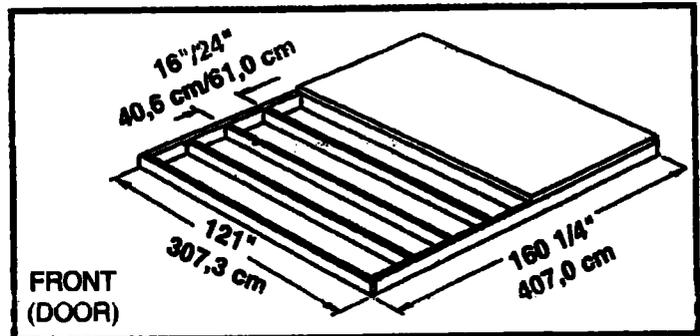
The platform should be level and flat (free of bumps, ridges etc.) to provide good support for the building. The necessary materials may be obtained from your local lumber yard.

To construct the base follow instructions and diagram.

Construct frame (using 10 penny galvanized nails)

Measure 16"/24" (40,6 cm/61,0 cm) sections to construct inside frame (see diagram)

Secure plywood to frame (using 4 penny galvanized nails)



Allow 6 - 7 hours for construction.

Note: Platform/Slab will extend 9/16" (1,4 cm) beyond floor frame on all four sides. Seal this 9/16" (1,4 cm) of wood with a roofing cement (not included), or bevel this 9/16" (1,4 cm) of concrete when pouring, for good water drainage.

OPTION 3: Concrete Slab

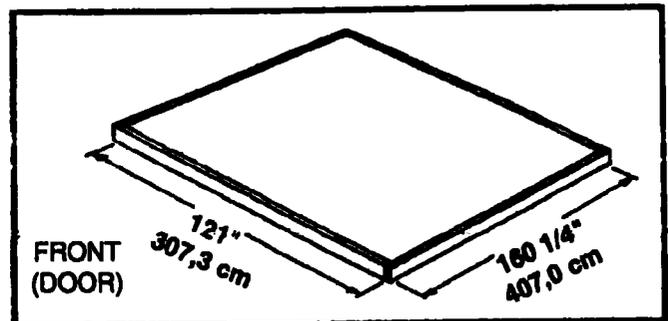
The slab should be at least 4" (10,2 cm) thick. It must be level and flat to provide good support for the frame.

The following are the recommended materials for your base.

- 1 x 4's (19 mm x 89 mm) (will be removed once the concrete cures)
- Concrete ● Sheet of 6 mil plastic
- We recommend for a proper strength concrete to use a mix of:
1 part cement ● 3 parts pea sized gravel ● 2 1/2 parts clean sand

Prepare the Site/Construct a Base

1. Dig a square, 6" (15,2 cm) deep into the ground (remove grass).
2. Fill up to 4" (10,2 cm) in the square with gravel and tamp firm.
3. Cover gravel with a sheet of 6 mil plastic.
4. Construct a wood frame using four planks of 1x4 (19 mm x 89 mm) lumber.
5. Pour in concrete to fill in the hole and the frame giving a total of 4" (10,2 cm) thick concrete. Be sure surface is level.

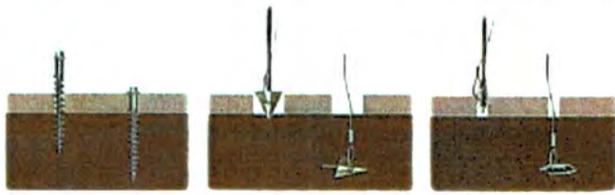


Allow 3 - 5 hours for construction and a week for concrete curing time. **Note: Finished Slab dimensions, with lumber removed.**

Shed Anchors

Use a drive rod to install arrowhead and bullet anchors.
Drive with hammer or impact wrench.

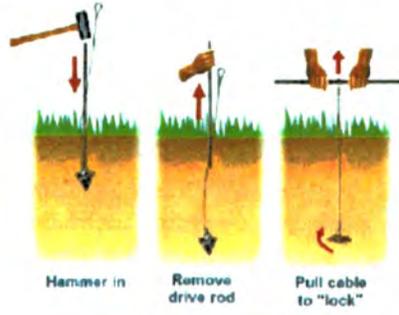
Anchor sheds into asphalt or soil with 3 anchor types



Penetrators

Arrowheads

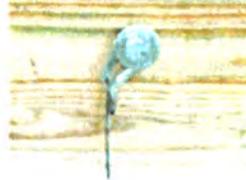
Bullets



Hammer in

Remove drive rod

Pull cable to "lock"





1 NOTIFY

Notify your local one-call center by calling 811 or making an online request 2-3 days before work begins. [Click here](#) for information about your local one-call center and online service availability. The one-call center will transmit information to affected utility operators.



2 WAIT

Wait 2-3 days (varies by state; please [click here](#) for state law information) for affected utility operators to respond to your request. On average, between 7-8 utility operators are notified for each request.

3 CONFIRM

Confirm that all affected utility operators have responded to your request by comparing the marks to the list of utilities the one-call center notified. State laws vary on the process for confirmation; please check with your local one-call center for more information.



4 RESPECT

Respect the marks. The marks provided by the affected utility operators are your guide for the duration of your project. If you are unable to maintain the marks during your project, or the project will continue past your request's expiration date (varies by state), please call 811 to ask for a re-mark.

5 DIG CAREFULLY

Dig carefully. If you can't avoid digging near the marks (within 18-24 inches on all sides, depending on state law), consider moving your project to another part of your yard. If you must dig near the marks or use machinery of any kind, please [click here](#) to read "The 811 Process for Contractors."

