

# Sheds / Accessory Buildings



**4 Pay the fee and receive your permit.** The City charges for building permits to cover the cost of plan review and on-site inspections. The fee for the permit is based on the square footage of the shed/ accessory building. Staff will calculate your project's exact fee once they have approved your plans. A fee schedule is available at the permit counter. For shed / accessory buildings less than 150 square feet, there is no building review charge, but a \$25 fee for zoning applies.

**5 Start the work authorized by your permit.** Be sure to display the permit sign where it can be seen from the street for the duration of construction.

**6 Call for an inspection.** When your permit is issued, Permit Counter staff will tell you when an inspection is required, and the name and phone number of the Building Inspector for your area.

It is your responsibility to schedule all required inspections during and after construction.

## Need Help?

At any time during the planning or construction of your shed/accessory building, call or visit the Building Inspection staff. We are happy to answer your questions and suggest solutions to your problems.

## Follow These Six Steps

**1 Determine if your proposed shed / accessory building** meets the size and placement requirements.

### Size

- A shed/accessory building must be smaller than your house.
- The **maximum area** of all accessory buildings, including sheds, on a property is 10% of the total lot area but no more than 1,000 square feet. There are exceptions.
- The **maximum size** of an individual shed is 576 square feet in TR Zoning districts and 800 square feet in other zoning districts.
- The **maximum height** of a shed/accessory building is 15 feet. The shed/accessory building cannot exceed the height of the house.

### Placement

For placement information, please refer to the diagrams on the following page.

**2 Make an 8 ½ x 11 inch drawing (site plan)** showing your house, shed / accessory building, and any other structures on the property. Label distance between all structures and all lot lines. Drawings must be to scale; using 1"=20' or 1"=16' works well. Also show the driveways, sidewalks, patios, and other impervious surfaces. Check with Building Inspection to see if there is a site plan already on file.

City Zoning staff can review your site plan to help you determine where you can build your shed / accessory building and the size it may be.

**3 Apply for a permit.** You need a building permit for any shed/accessory building that is designed for a person to stand inside. Even sheds that are built elsewhere and moved to your yard, and prefab sheds, require a permit.

Bring in the following information, and we will set up your permit:

- two copies of the 8 ½ x 11 inch site plan you made in **step 2**.
- two sets of the construction detail plans. You do not need construction plans for sheds / accessory buildings less than 150 square feet in size.

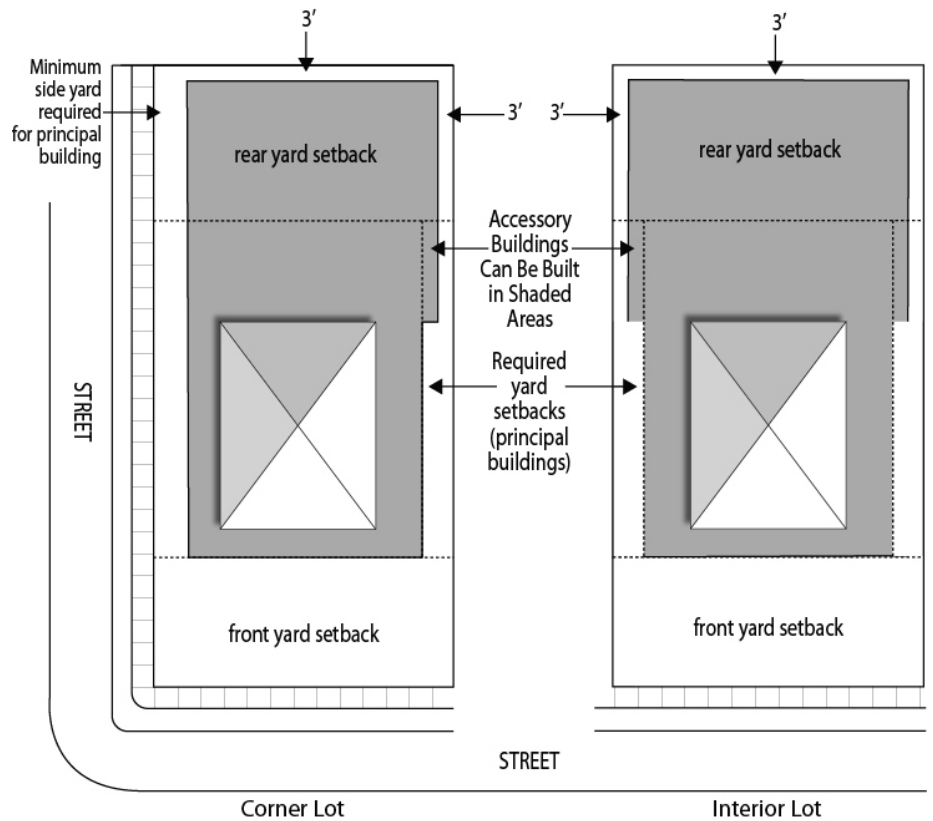
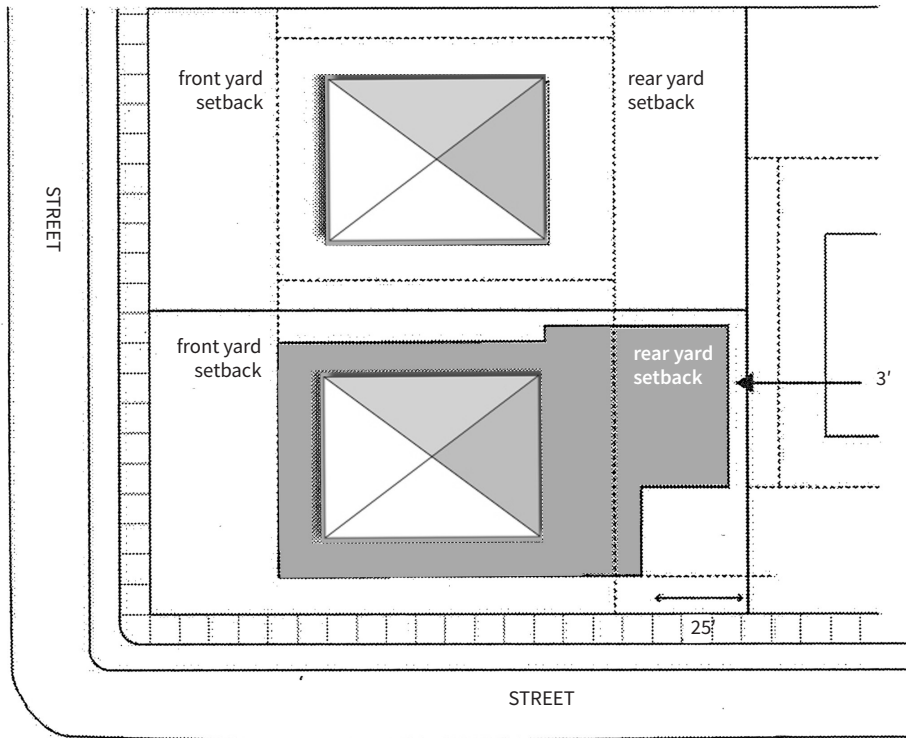
Staff will review your plans for completeness and zoning compliance while you wait. For simple projects, your plans can be reviewed and a permit issued during one visit. More complex projects may take up to five working days for review.



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## Smart Builder Tips

- Check with Register of Deeds office for easements, deed or plat restrictions prior to construction. Building Inspection does not have this information.
- Not all pressure treated (green or brown) lumber is rated for ground contact. Foundation posts must be suitable for ground contact.
- Store materials inside your shed/accessory building not outside it.
- Be sure to anchor the shed/accessory building so the wind does not blow it over.
- Build in good security. Install strong locks and latches at the time of construction.
- Sheds and accessory buildings built on raised platforms should be built with wire hardware cloth between the ground and the bottom to keep rodents out while allowing air to circulate.
- Metal sheds/accessory buildings may cut and nick you during construction. Wear leather gloves while building a metal shed.



*\*Yard setbacks vary from lot to lot. Check with Zoning Staff about your particular lot.*