

# Building Inspections

*It is your responsibility to schedule inspections with the Town Building Inspector. You can arrange this by calling the building inspector, Paul Hermes, mobile phone (920) 858-0102. All zoning code questions should be directed to the Town Hall.*

*This brochure is intended to be a guide only and does not supersede any rules, regulations, ordinances or statutes.*

*Updated: May 2012*



N178 County Rd N  
Appleton, WI 54915  
Phone: (920) 734-8599  
Website: [www.townofbuchanan.org](http://www.townofbuchanan.org)



# Requirements For Residential Sheds



## The following steps are required:

1). Determine if a building permit is required. No owner shall build, construct, use or place any type of an accessory structure building, including prefabricated accessory buildings, until a building permit is obtained. A building permit is not required for children's play structures or small Rubbermaid types of storage.

2). Determine if a Shoreland Zoning or Conditional Use permit would be needed, (Town will assist). If a Shoreland Zoning or Conditional Use permit is required, you will need to obtain one from Outagamie County Zoning Department at (920) 832-5255, 410 S. Walnut St., Appleton, WI 54911, and provide us with a copy prior to completing your building permit application.

Review the Town Zoning Code for proposed structure compliance, (Section 525-34).

Key requirements of the code include:

- One accessory structure is allowed per lot.
- No structures allowed in the front yard.
- Must be 6' from lot lines.
- No structures are allowed within easements, (utility, drainage or other).
- Structure shall not exceed 200 sq. ft. or 30% of the rear yard, unless granted a Special Exception permit.

3). Obtain a General Permit form at the Buchanan Town Hall office, N178 County Rd N, Appleton, WI 54915. General Permit application needs to be completed. The General Permit form is a standard form and some questions may not apply, please fill in all applicable lines. Fill in the dimensions and setbacks on the form, do not put "see attached" as this form gets distributed to three different locations. Please be sure to fill in the projected cost of the project, sign and date. All three parts of the form get returned to the Buchanan Town Hall office along with a Site Plan.

4). Along with the completed General Permit form you will need to submit a Site Plan. You may prepare your own Site Plan.

The Site Plan should clearly show:

- The layout and dimensions of the lot and location of existing buildings and structures.
- From the new structure, distances to lot lines and existing buildings.
- Abutting street names.
- Area marked indicating where you are planning to put the accessory building and the dimensions.
- An arrow indicating north.
- Easements and utility right-of-ways, (if known).
- The street address and the site's legal description, (if known).

5). Permit fee needs to be paid when the completed application and site plan are submitted, cash or check payable to "Town of Buchanan."

6). Please indicate if you would like to be called when the permit is complete or have it mailed to you.

7). Display the permit where it can be seen from the street for the duration of construction. Call Digger's Hotline at (800) 242-8511 prior to any digging.

8). Any questions please call the Buchanan Town Hall office at the number listed below.



N178 County Rd N  
Appleton, WI 54915

Phone: (920) 734-8599

Fax: (920) 734-9733

E-mail: [clerk@townofbuchanan.org](mailto:clerk@townofbuchanan.org)

Office Hours: 8:00 a.m. to 4:00 p.m.

