

I want to build a shed or garage, what do I do? If your shed is over 100 square feet you must have a building permit, even if the shed will be on skids.

**A. Chippewa County Building Permit Checklist:**

- If shed/garage has bathroom(s) or running water, a soil test maybe needed to determine type of sanitary system necessary.
- Sanitary permit. (Must be issued before building permit.)
- If it requires a new or modified driveway on a county road you may need a Driveway Access Permit \$50.00 fee
  - Must be signed by County Hwy Department approving location.
- Plot plan.
- If needed, a Shore land district permit, \$75.00 fee. A grading permit may also be required. Shore land is 300 feet from streams and 1000 feet from lakes and ponds.
- Location of building and driveway must be clearly staked.
- If you are drilling a well the you will need a Well Permit \$45.00 fee

**B. Tilden Township Checklist**

- All forms needed can be found at townoftilden.com under forms & permits or can be picked up at the Clerk's office at the Tilden Town Hall located at 10790 100<sup>th</sup> Avenue, Chippewa Falls, WI 54729. Clerk's office Hours are Monday and Thursday from 9 a.m. until noon or by appointment by calling 715-529-7438.
- **Apply for a Driveway Permit: A new driveway or to modifying an existing driveway requires a Driveway Permit:**
  - Complete the Tilden Driveway Application form.
  - Meet with the Town Road Supervisor on site to determine driveway location or changes you want to make, (unless access is being granted off from a county road, then meet with the County Road Supervisor)
  - Have Town Road Supervisor sign the Tilden Driveway Application Form. (Have him sign the County Driveway Access form (911) at the same time.)
  - The clerk can then issue a Tilden Driveway Permit, upon receiving the completed form and payment of \$25.00.
  - The county issues the County Access form.
- **Apply for a Township Building Permit/Plot Plan:**
  - Legal description and address of property needed for completion of forms
  - Plot plan – layout of the building(s) on the lot or land parcel – showing setbacks from road(s) and neighbor's property lines
  - 2 Complete sets of blueprints/floor plans
    - With a building cross-section
  - If there is living space in the shed/garage, the shed/garage has electrical connections, bathroom(s), or has HVAC connects then a Wisconsin Uniform Building Permit Application form must be completed.
    - Completed heat loss calculation worksheet
  - Completed Tilden Building Permit Application
  - Completed Standard Erosion Control Plan if necessary
  - Meet with the Township Clerk

- The Town Clerk reviews the application and if everything is in order sends it to the Township's Building Inspector – Al Balsiger – who reviews the building plans. It takes about 10 days, more or less, before the building permit is issued.
  - Pay fees required – based on the number of inspections required plus a Township processing fee. Then the building permit is issued and actual construction can begin.
- Throughout construction there are Required Inspections performed by the Town's Building Inspector in order to meet the Uniform Dwelling Code requirements:
  - After forms are set, but before pouring footings
  - After foundation walls are complete including drain tile, before back filling.
  - In floor plumbing after installed but before being covered.
  - Open wall inspection for electrical, plumbing, HVAC, before installing insulation.
  - After insulation but before drywall or interior wall finish.
  - After completion but before occupancy.