



**SPS INSPECTION SERVICE LLC**  
**920-266-9611**  
**SPSINSPECTIONSERVICE@GMAIL.COM**

DATE: \_\_\_\_\_

**APPLICATION FOR ACCESSORY STRUCTURE PERMIT**

**PROPERTY OWNER'S NAME:** \_\_\_\_\_  
**MAILING ADDRESS:** \_\_\_\_\_  
**PHONE NO:** \_\_\_\_\_ **EMAIL ADDRESS:** \_\_\_\_\_

**APPLICANT'S NAME\*:** \_\_\_\_\_  
**MAILING ADDRESS:** \_\_\_\_\_  
**PHONE NO:** \_\_\_\_\_ **EMAIL ADDRESS:** \_\_\_\_\_

**\*IF TENANT IS APPLYING FOR PERMIT, A SIGNATURE IS NEEDED FROM PROPERTY OWNER ALLOWING PROJECT.**

**CONTRACTOR'S NAME:** \_\_\_\_\_ **PHONE NO:** \_\_\_\_\_  
**MAILING ADDRESS:** \_\_\_\_\_ **EMAIL ADDRESS:** \_\_\_\_\_  
**DWELLING CONTRACTOR LICENSE #:** \_\_\_\_\_ **EXPIRATION DATE:** \_\_\_\_\_  
**DWELLING CONTRACTOR QUALIFIER #:** \_\_\_\_\_ **EXPIRATION DATE:** \_\_\_\_\_

**If electrical or plumbing installation is being completed, separate permits are required.**

**PROJECT LOCATION:**

**Project Address:** \_\_\_\_\_  
**Parcel No:** \_\_\_\_\_  
**Zoning District(s):** \_\_\_\_\_ **Estimated Cost:** \_\_\_\_\_  
**Total Lot Area (acreage):** \_\_\_\_\_  
**Existing Attached Garage?** ☐ No ☐ Yes  
**Existing Accessory Structures?** ☐ No ☐ Yes  
• **How Many?** \_\_\_\_\_

**PROJECT SPECIFICS:**

**Structure total area** \_\_\_\_\_ **sq. ft.**  
**Structure height** \_\_\_\_\_ **ft.**

**OCCUPANCY:**

☐ 1 or 2 Family  
☐ Commercial  
☐ Other: \_\_\_\_\_

**PROJECT TYPE:**

☐ Detached Garage  
☐ Shed  
☐ Other

**DESCRIPTION OF WORK:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CAUTIONARY STATEMENT TO OWNERS OBTAINING BUILDING PERMITS**

101.65(lr) of the Wisconsin Statutes requires municipalities that enforce the Uniform Dwelling Code to provide an owner who applies for a building permit with a statement advising the owner that:

If the owner hires a contractor to perform work under the building permit and the contractor is not bonded or insured as required under s. 101.654 (2) (a), the following consequences might occur:

(a) The owner may be held liable for any bodily injury to or death of others or for any damage to the property of others that arises out of the work performed under the building permit or that is caused by any negligence by the contractor that occurs in connection with the work performed under the building permit.

(b) The owner may not be able to collect from the contractor damages for any loss sustained by the owner because of a violation by the contractor of the one- and two- family dwelling code or an ordinance enacted under sub. (1) (a), because of any bodily injury to or death of others or damage to the property of others that arises out of the work performed under the building permit or because of any bodily injury to or death of others or damage to the property of others that is caused by any negligence by the contractor that occurs in connection with the work performed under the building permit.

**NOTICE:** The permit only authorizes construction/use pursuant to municipal ordinances and regulations. The construction/use contemplated by this application may require approvals and/or permits under County or State rules, regulations and ordinances. It is the sole responsibility of the owner/applicant to obtain such approvals/permits. The applicant certifies that the information provided is accurate. A permit is void if issued in error or under a misstatement of fact.

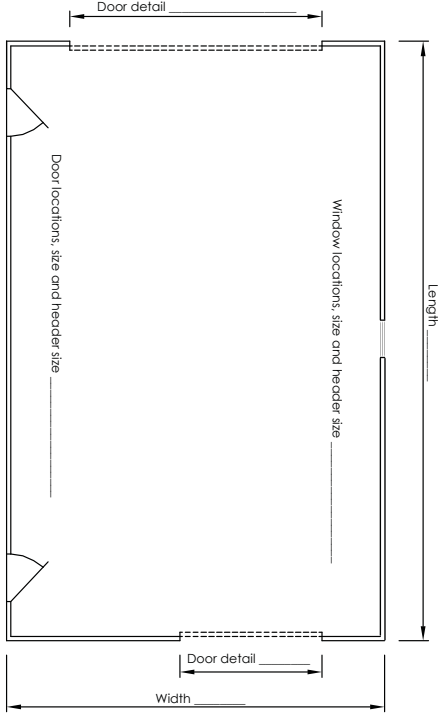
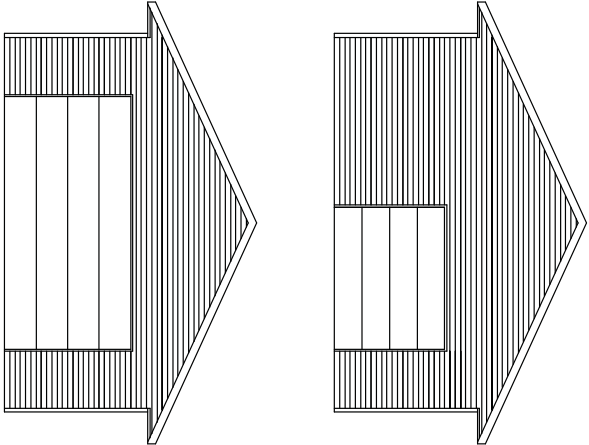
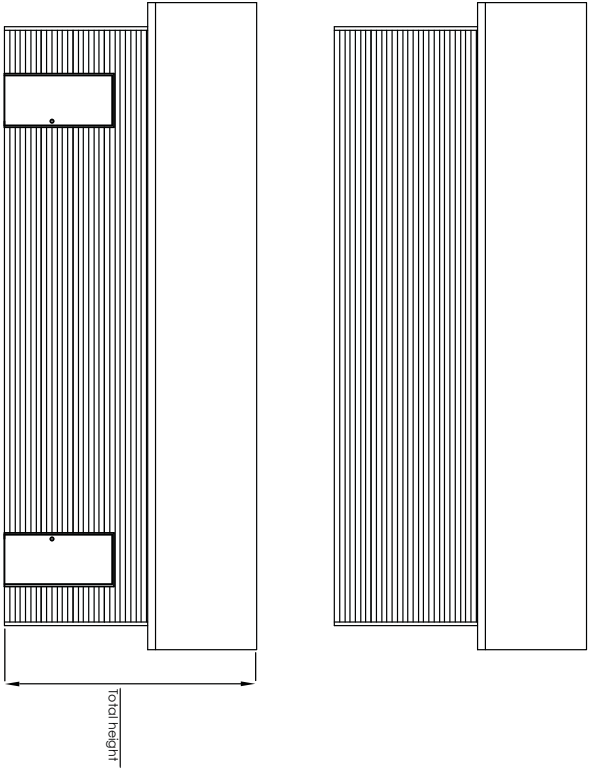
**APPLICANT'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PROPERTY OWNER'S SIGNATURE (IF APPLICABLE):** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**FOR OFFICE USE ONLY: FEE:** \_\_\_\_\_ **PAID:** \_\_\_\_\_ **DATE:** \_\_\_\_\_ **INITIALS:** \_\_\_\_\_

# Sample Building Drawings

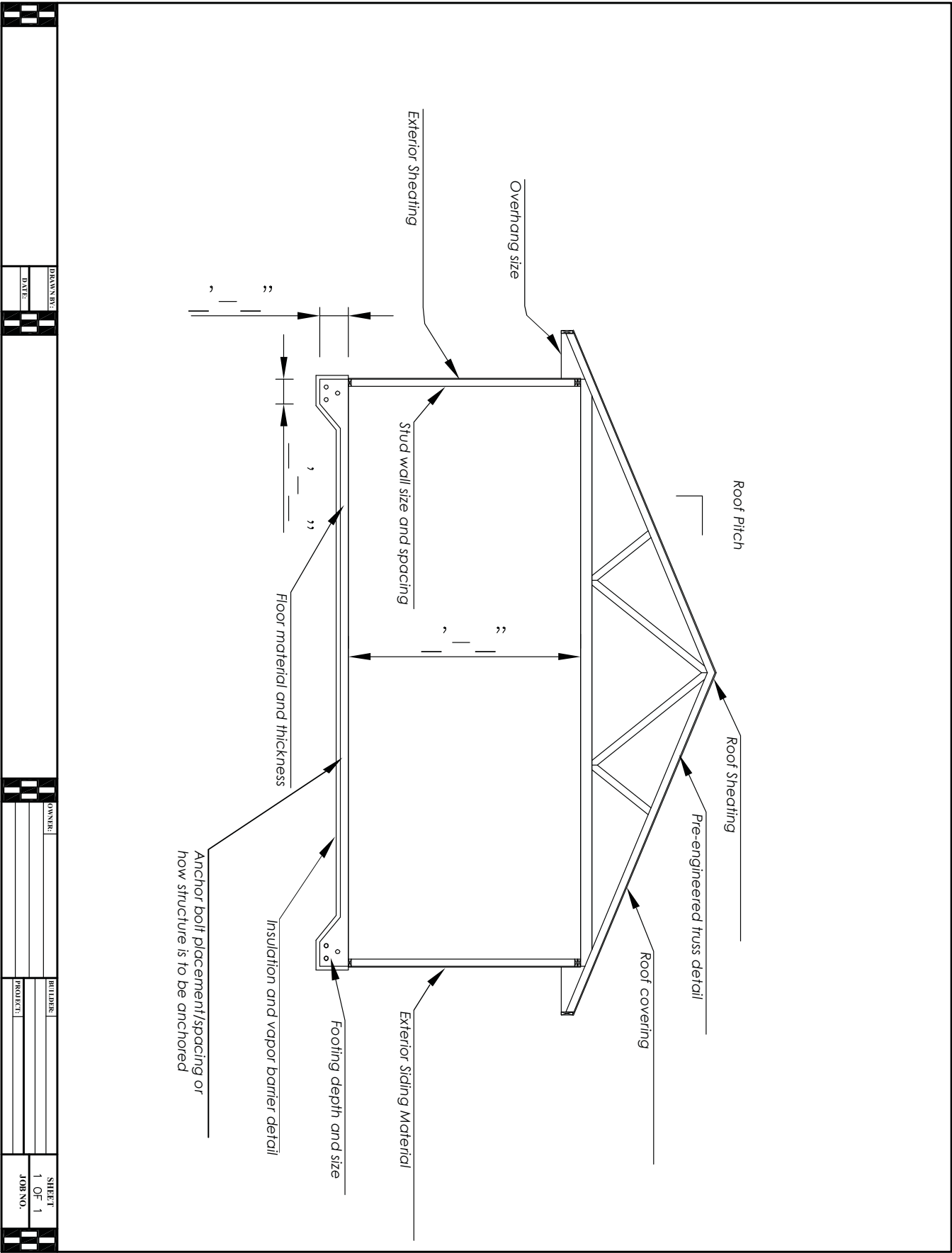
The drawings below show necessary information needed to be included with the application. The drawings within the guide are meant to be samples and additional information may be needed prior to a permit being issued.

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|--------------------------------------------------------------------------------------|--|
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|    |  |
|  |  |
|   |  |

|           |  |              |  |
|-----------|--|--------------|--|
| DRAWN BY: |  | DATE:        |  |
| OWNER:    |  | BUILDERS:    |  |
| PROJECT:  |  | SHEET 1 OF 1 |  |
|           |  | JOB NO.      |  |

# Sample Building Drawings

The drawings below show necessary information needed to be included with the application. The drawings within the guide are meant to be samples and additional information may be needed prior to a permit being issued.



DRAWN BY:

DATE:

OWNER:

BUILDER:

PROJECT:

SHEET  
1 OF 1  
JOB NO.