

Follow these 7 steps...

1 Find out if your proposed shed meets the size and placement requirements. With these requirements in mind, create a site plan (drawing) showing the location of the shed, its dimensions, and the distances to all property lines, and the distances to all other structures on the property.

Village Zoning:

Placement

Sheds must be a minimum of 10 feet from all other structures on the property. Sheds shall be at least 3 feet from the rear or side property line of your yard. For corner lots, setbacks are 15' and 30' from front property lines that front the roadway.

Placement of sheds in drainage easements is strictly prohibited. Placement of sheds in other easements is conditional; written approval from the easement holder prior to installation is required. The Village requires a copy of the approval letter at the time the permit is issued.

2 Show your site plan on 8-1/2"x11" paper, (which must show all setbacks from all property lines and distances from all other structures) Village staff will verify that all easement and setback requirements are met.

3 Obtain a permit application. You need a permit to put any size shed in your yard. Even sheds that are built elsewhere and moved to your yard and prefab sheds require a permit.

***If you can walk into it, it's considered a shed.**

Pick up your application form at the Building office, or download a blank form from our website (www.foxcrossingwi.gov)

4 Turn in your completed application and required drawings at the Building office. You will need a copy of the 8-1/2" x 11" drawing you made in Step 2. Staff will review your application for completeness while you wait.

5 Wait for staff to review your plans. For simple projects your plans can be reviewed and a permit issued upon receipt. More complex projects may take longer.

6 Pay the fee and receive your permit. Staff will calculate your project's exact fee once they have approved your plans. A fee schedule is available either at the Building Office or on our website.

7 Start the work that the permit was issued for. Be sure to display the permit where it can be seen from the street for the duration of construction.

***Disclaimer-** All lots vary in characteristics; it is always best to call prior to starting any projects in the Village, to ensure compliance on all local, state and national codes.

Still have questions?

Call the Building office at (920) 720-7104
for help.

For more information:

Community Development Department

Building Inspections

920-720-7104

Community Development

920-720-7105

Department Fax

920-720-7116

Website: <http://www.foxcrossingwi.gov/CDWeb/Building/Bldg.htm>

Email: inspections@foxcrossingwi.gov

Mailing address:

Village of Fox Crossing

Building Inspections

2000 Municipal Dr.

Neenah, WI 54956

Building Inspectors Hours

8:00A.M.-10:00A.M.

1:00P.M.-2:00P.M.

Or by appointment

Sheds

