



We're going outside.

City of Jefferson
317 S. Main St.
Jefferson, WI 53549
920-674-7700

City of Jefferson Zoning Permit Application

Permit# _____

Owner(s) Name: _____

Mailing Address: _____

Phone Number: _____

Email: _____

Contractor Name: _____

Mailing Address: _____

Phone Number: _____

Email: _____

Property Information:

Parcel Number: _____

Property/Site Address: _____

Acreage: _____

Zoning District(s): _____

Please list all structures to be covered by this permit

A. Required Work Is:

- Dwelling
- Dwelling Addition
- New Accessory Structure
- Other _____

B. Type of Structure:

- (List Dimensions)
- Dwelling
 - Porch
 - Fence
 - Sign
 - Garage
 - Storage Building
 - Other _____

Fence Height: _____

Market Value of construction: _____

Accessory Structure Sq Ft: _____

Dwelling Addition Sq Ft: _____

Sign Dimensions: _____

Type of Sign: Wall Projecting Awning, Canopy Ground Portable/Temporary

Required Setbacks (Proposed):

Right of Way _____ Side (1) _____ Side (2) _____ Rear _____

Wetlands _____

Zoning and Setback Information can be found at www.jeffersonwis.com
Municipal Codebook

****A plot plan drawing showing all existing and proposed structures with measurements must be provided with this application.**

AGREEMENTS

It is hereby agreed between the undersigned as owner, by himself or his agent, and the City of Jefferson that for and in consideration of the premises and of the permit to construct, erect, alter or install the building or alterations thereto as above described, to be issued by the City Building Inspector or his agent, that the work shall be done in accordance with the description set forth in this statement and the Building Code of Jefferson. It is further agreed that no building shall be occupied until a final inspection or Certificate of Occupancy has been completed and occupancy approved by the City Building Inspector or his agent. The owner also agrees to provide and maintain the required setbacks in the front, rear and side yards and to perform all work in accordance with the provisions of the Jefferson Zoning Code.

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 of 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.

Owner Signature: _____

Owner Printed Name: _____

Date: _____

City Staff Approval: _____ Date: _____

FEES

Fence \$50

Residential Accessory \$50

Sign \$100

FOR OFFICE USE ONLY
PAID: <input type="checkbox"/> Check <input type="checkbox"/> Cash
<input type="checkbox"/> Plot Plan Included



City of Jefferson Residential Accessory Structures

Sheds, Detached Garages, Workshops, Etc.

Frequently Asked Questions

This document is intended to help answer common questions related to accessory structures. It provides general guidance and does not replace required City of Jefferson review and approval.

What is a residential accessory structure?



On a typical single-family home lot, accessory structures often include sheds, detached garages, greenhouses, workshops, etc. Attached garages, home additions, etc. are not considered an accessory structure.

How many residential accessory structures can I have on my property?



Any number up to a combined total of 1,000 square feet. The total cannot exceed the size of the house.

If your property is greater than 1-acre in size (43,560 square feet), that total may increase at a rate of 1 square foot of accessory structure for every 100 square feet of lot size greater than 43,560.

Where can I place a residential accessory structure on my property?

Every property in the City of Jefferson has minimum accessory structure setbacks. Most commonly, this includes:



- Front or corner yard setback = even with or behind the house
- Side yard setback = 5 feet
- Rear yard setback = 3 feet
- Maximum height = 20 feet

Corner Lot Example



— = Potential Location of Structure

Mid-Block Lot Example



— = Potential Location of Structure

Where do I find my property's zoning?



[Zoning Map](#)

Where do I find my property's setback requirements?



Click your zoning district and scroll down to find the density, intensity, and bulk dimensions table: <https://ecode360.com/37666213>

What do I need before construction?



You need to submit a Site Plan to the City of Jefferson for review. This should include the property boundaries, proposed location of the structure, size of the structure, and any details you have regarding the structure's design/materials. See link for detached residential accessory structure requirements: <https://ecode360.com/37669113>

Additional Questions?

If you still have questions or would like to submit a Site Plan, please contact Susan Schmidt at susan@jeffersonwis.com.



Susan Schmidt, Administrative Assistant
susan@jeffersonwis.com
317 S Main St | Jefferson, WI 53549