



Updated NOV 2022

## Outbuilding/Pole Building/Detached Garage/Garden Shed Application Required Document Checklist

### Please Note:

- All documents on this list are required.
- All the documents must be submitted at the same time
- We *cannot* accept singular documents that do not comprise a **complete** application.
- We cannot “hold” documents for you.
- We cannot accept singular documents by email.
- This list should be used in conjunction with information on our website.

### 1a. Residential Addition Building Permit Application:

#### On the Permit Application Itself:

- Signed and Dated
- Setbacks Filled In
- Subs and Licenses
- Project Cost
- Description of project—please include heat, electric, and/or plumbing

### 1b. Cautionary Statement

- Must be signed if you are the homeowner doing your own work or hiring a contractor who is not licensed in WI

### 1c. Building Plans *Please check one:*

- Copy of plans **OR**
- Completed Cross Section Detail document

### 1d. Site Plan

- Site Plan Drawing (Site Plan Checklist)

### 2. Zoning Documentation *Please check one:*

- Copy of Issued Land Use Permit from Pierce County
- Copy of Issued Zoning Permit from River Falls or River Falls ETZ
- Copy of Issued Land Use/Conditional Use permit from St. Croix County Community Development
- Not Needed
- Other \_\_\_\_\_

### 3. CSM (Certified Survey Map) or Development Plat Map *Please check one:*

- A copy of the recorded CSM (should be the county-stamped document)
- A copy of the recorded complete plat map of the development with a legend that shows setbacks
- Documentation from the proper zoning authority indicating zoning classification and setbacks (ONLY if CSM or plat map is not available)

### 4. Sanitary Permit *Please check one:*

- Copy of Issued Permit
- No Plumbing