



Updated Nov 2023

## 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.

### 1. Zoning/Conditional Use Documentation

- Copy of Issued Land Use Permit from Pierce County
- Copy of Issued Zoning Permit from River Falls or River Falls ETZ
- Not Needed  Other \_\_\_\_\_

### 2. Plat Map/CSM (This is not the same as a site plan (#9) nor is it the preliminary site plan that you may have received from the surveyor.) *Please check one:*

- Copy of the *recorded* Certified Survey Map (CSM)
- Copy of the *recorded complete* plat map of the development
- Unplatted—remember, it’s up to you to know your setbacks, easements, etc. for your lot.**

### 3. Driveway Permit *Please check one:*

(This is only required if it is the first structure on the property)

- Copy of Permit or Permit application
- NA-not the first structure

### 4. Sanitary Permit -only needed if having plumbing

- Copy of ISSUED permit from the County
- No plumbing or has municipal sanitary

### 5. Residential Outbuilding Permit Application

- Fill out completely

### 6. Cautionary Statement

- Sign if you are a homeowners doing your own work

### 7. Construction Plans

- Building Cross Section Worksheet
- Detailed plans (not Big Box store plans)

### 8. Subcontractor List

- If needed for plumbing, HVAC, Electric

### 9. Site Plan

- Site Plan drawing using Site Plan Checklist

### 10. Copy of Recorded Deed

- Recently transferred properties whose correct ownership has not been updated in the County GIS must provide a copy of the recorded deed