

I want to build a shed or garage, what do I do? If your shed is over 100 square feet you must have a building permit, even if the shed will be on skids.

A. Chippewa County Building Permit Checklist:

- If shed/garage has bathroom(s) or running water, a soil test maybe needed to determine type of sanitary system necessary.
- Sanitary permit. (Must be issued before building permit.)
- If it requires a new or modified driveway on a county road you may need a Driveway Access Permit \$50.00 fee
 - Must be signed by County Hwy Department approving location.
- Plot plan.
- If needed, a Shore land district permit, \$75.00 fee. A grading permit may also be required. Shore land is 300 feet from streams and 1000 feet from lakes and ponds.
- Location of building and driveway must be clearly staked.
- If you are drilling a well the you will need a Well Permit \$45.00 fee

B. Tilden Township Checklist

- All forms needed can be found at townoftilden.com under forms & permits or can be picked up at the Clerk's office at the Tilden Town Hall located at 10790 100th Avenue, Chippewa Falls, WI 54729. Clerk's office Hours are Monday and Thursday from 9 a.m. until noon or by appointment by calling 715-529-7438.
- **Apply for a Driveway Permit: A new driveway or to modifying an existing driveway requires a Driveway Permit:**
 - Complete the Tilden Driveway Application form.
 - Meet with the Town Road Supervisor on site to determine driveway location or changes you want to make, (unless access is being granted off from a county road, then meet with the County Road Supervisor)
 - Have Town Road Supervisor sign the Tilden Driveway Application Form. (Have him sign the County Driveway Access form (911) at the same time.)
 - The clerk can then issue a Tilden Driveway Permit, upon receiving the completed form and payment of \$25.00.
 - The county issues the County Access form.
- **Apply for a Township Building Permit/Plot Plan:**
 - Legal description and address of property needed for completion of forms
 - Plot plan – layout of the building(s) on the lot or land parcel – showing setbacks from road(s) and neighbor's property lines
 - 2 Complete sets of blueprints/floor plans
 - With a building cross-section
 - If there is living space in the shed/garage, the shed/garage has electrical connections, bathroom(s), or has HVAC connects then a Wisconsin Uniform Building Permit Application form must be completed.
 - Completed heat loss calculation worksheet
 - Completed Tilden Building Permit Application
 - Completed Standard Erosion Control Plan if necessary
 - Meet with the Township Clerk

- The Town Clerk reviews the application and if everything is in order sends it to the Township's Building Inspector – Al Balsiger – who reviews the building plans. It takes about 10 days, more or less, before the building permit is issued.
 - Pay fees required – based on the number of inspections required plus a Township processing fee. Then the building permit is issued and actual construction can begin.
- Throughout construction there are Required Inspections performed by the Town's Building Inspector in order to meet the Uniform Dwelling Code requirements:
 - After forms are set, but before pouring footings
 - After foundation walls are complete including drain tile, before back filling.
 - In floor plumbing after installed but before being covered.
 - Open wall inspection for electrical, plumbing, HVAC, before installing insulation.
 - After insulation but before drywall or interior wall finish.
 - After completion but before occupancy.