

Village of



Germantown

**Community Development Department
Inspection Services**

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Residential Building Permit Informational Packet

Accessory Structures (Sheds)

Village of Germantown

Accessory Structures

Building Permit Application Requirements

1. Building Permit Application Form

- All building permit applications must be filled out completely to ensure prompt service. All forms are available on the Village of Germantown Website.
- The application must include the name, address, and license number of all contractors.
- If you are the property owner and reside at the project address, performing the work yourself, you may write "Owner" on the contractor line.

2. Site Plan Documentation

- A survey plat is the preferred document for the required site plan.
- If you do not have a survey, you may visit the inspection service counter inside the Village Hall to check the property file for an existing survey.
- If a survey is not available, a scaled site plan or a screenshot from a GIS site is acceptable. (Property lines on GIS might not be completely accurate).
- Property information and maps can also be accessed online via the Village of Germantown website; navigate to the **Business & Development** tab at the top of the page, then select **Maps & GIS**.
- To find your zoning district visit the [ZoningHub](#) portal under the **Business & Development** tab. Select the **Interactive Zoning Code** box and click **Jump to Property Search**. Use the search bar on the left to look up your district by name, parcel number, or address (for addresses, entering only the last 4 or 5 digits often yields faster results).
- Please indicate the placement of the proposed structure on the site plan, ensuring all dimensions, building height, and distances to side and rear property lines are clearly labeled.

3. Building/Framing Plans

- **Acceptable Plans:** You can provide scaled drawings or, in some cases, plans obtained directly from building supply stores may be acceptable.
- **Structural Details:** Your legible plans must clearly show the specifics of your structure's framework, including: the size and spacing of all floor joists or the details of the concrete slab. The size and spacing of all wall studs and roof rafters.
- **Exterior Finishes:** Please indicate the material type and color you have selected for both your siding and roofing.
- **Pre-Built Structures:** If you are installing a pre-built shed, the manufacturer's plans must include all the same structural and material information listed above.

4. Permit Application Submittal

- All forms, plans and documents can be emailed to germantowninspections@safebuilt.com
- Plans and documents can be dropped off at the inspection service counter inside Village Hall between 8am – 3:30pm
- Applications will not be reviewed until all required information is received by the village.
- Permit applications will be reviewed and processed in the order received.

5. Permit Approval and Payment

- **Notification:** You will be notified via phone or email once your permit has been reviewed and approved.
- **Pick-up and Payment:** Permits may be collected and paid for at the Inspection Services counter located inside Village Hall.
- **Accepted Payment Methods:** We accept cash, checks, and debit or credit cards. Please note that a 3.75% service fee applies to all card transactions.

17.41 - RESIDENTIAL ACCESSORY USE, BUILDING AND STRUCTURE RESTRICTIONS.

(1) **SIZE AND NUMBER LIMITATIONS.** (Rep. & Recr. Ord. #19-93; Rep. & Recr. Ord. #8-96; Am. Ord. #12-08; Am. Ord. #22-12)

- (a) In the single-family and 2-family zoning districts (Rs-1 through Rs-7 and Rd-2), each residential dwelling shall be constructed to include an attached garage and/or a detached garage (i.e. detached accessory building). Where a dwelling contains a single attached garage, subject to the maximum lot coverage, building height, building setback or other applicable allowances and limitations, there is no specific size (area) limit for an attached garage. A dwelling within the Rs-1 or Rs-2 District may include a second attached garage provided that such garage complies with the area standards in (b). (Am. Ord. #02-18)
- (b) The maximum size of a second attached garage and the maximum size and number of detached accessory buildings allowed per lot or parcel in each residential zoning district shall be as set forth in Table 1 below.

TABLE 1

Zoning District	Attached Garages		Detached Accessory Building		
	Max. Number	Max. Floor Area ⁽⁵⁾ (sqft)	Max. Number	Maximum Floor Area ⁽⁵⁾ (sqft) (cumulative total for all accessory buildings)	
				Attached Garage Included	Attached Garage NOT Included
Rs-1	2; Second requires Zoning Permit approval	No limit on first; second may not exceed 2% of lot area or 192 sqft ⁽¹⁾⁽²⁾	2; except that only one is allowed if there is more than one attached garage	2% of lot area or 192 sqft ⁽²⁾	2% of lot area or 864 sqft ⁽⁴⁾
Rs-2	2; Second requires Zoning Permit approval	No limit on first; second may not exceed 1.75% of lot area or 192 sqft ⁽¹⁾⁽²⁾	2; except that only one is allowed if there is more than one attached garage	1.75% of lot area or 192 sqft ⁽²⁾	1.75% of lot area or 864 sqft ⁽⁴⁾
Rs-3	1	No limit ⁽¹⁾	1	1.5% of lot area or 192 sqft ⁽²⁾	1.5% of lot area or 864 sqft ⁽⁴⁾
Rs-4	1	No limit ⁽¹⁾	1	1% of lot area or 192 sqft ⁽²⁾	1% of lot area or 864 sqft ⁽⁴⁾

Rs-5	1	No limit ⁽¹⁾	1	1% of lot area or 192 sqft ⁽²⁾	1% of lot area or 864 sqft ⁽⁴⁾
Rs-6	1	No limit ⁽¹⁾	1	1% of lot area or 192 sqft ⁽²⁾	1% of lot area or 864 sqft ⁽⁴⁾
Rs-7	1	No limit ⁽¹⁾	1	1% of lot area or 192 sqft ⁽²⁾	1% of lot area or 864 sqft ⁽⁴⁾
Rd-2	2	No limit ⁽¹⁾	2	1% of lot area or 192 sqft ⁽²⁾⁽³⁾	1% of lot area or 864 sqft ⁽⁴⁾

(Am. Ord. #02-18)

Notes:

1. Subject to the maximum lot coverage, building height, building setback or other applicable allowances and limitations, there is no maximum size (area) for an attached garage.
 2. If an existing dwelling unit includes an attached garage, then the maximum floor area allowed for all detached accessory buildings (cumulative total per lot or parcel) up to the percentage noted of the net lot or parcel area (in square feet) or 192 square feet, whichever is greater. (Am. Ord. #02-18)
 3. The 1 percent maximum floor area allowance applies to each dwelling unit on a lot or parcel in the Rd-2 2-family zoning district.
 4. Many residential lots in the older established areas of the Village do not have (or may not be capable of having) an attached garage due to lot width, building setback, septic system location, or other limitations associated with substandard lots. In these cases, the maximum floor area allowed for all detached accessory buildings (cumulative total per lot or parcel) is 1% of the net lot or parcel area (in square feet) or 864 square feet, whichever is greater.
 5. The calculation of "maximum floor area" for detached accessory building shall include:
 - a. All floor area (including second or higher floors) where the ceiling height above the floor is 6 feet or higher; and
 - b. If in the Rs-1 or Rs-2 District, any additional area under cover by an overhang that is greater than 2 feet from the exterior wall on three sides of a building, plus the area under cover by an overhang that is greater than 6 feet on the remaining side(s).
- (2) **HEIGHT LIMITATION.** (Am. Ord. #8-96; Am. Ord. #42-99; Am. Ord. #15-07) Except in the Rs-1 and Rs-2 Zoning Districts, no detached accessory structure located in any single-family or 2-family residential district shall exceed 15 feet in height, except the total height of the structure may be increased to a maximum of 25 feet or the height of the principal dwelling unit on the property, whichever is less. In the Rs-1 and Rs-2 Zoning Districts, the maximum accessory building height is 25 feet.
- (2a) **ARCHITECTURAL APPEARANCE AND MATERIALS.** (Cr. Ord. #02-18) In single-family and 2-family zoning districts (Rs-1 through Rs-7 and Rd-2), accessory buildings which exceed 160 square

feet in area shall be of a similar architectural appearance and exterior material as the dwelling on the property. For accessory buildings greater than 160 square feet in area, the Plan Commission may, in circumstances which it deems appropriate, grant a variance to this requirement and approve different architecture and/or exterior materials with a Zoning Permit. See also Section 17.49 (ARCHITECTURAL CONTROL).

(3) **LOCATION REQUIREMENTS.** (Cr. Ord. #42-95; Am. Ord. #03-18)

- (a) In all single-family and 2-family zoning districts except for the Rs-1 District (Rs-2 through Rs-7 and Rd-2), accessory buildings shall be located in a side or rear yard.
- (b) In the Rs-1 District, accessory buildings may be located in a front/street yard provided that:
 - 1. The minimum street yard building setback distance for the accessory building is equal to 50% of the actual building setback distance for the principal dwelling, or, 45 feet, whichever is greater; and
 - 2. A visual buffer of the accessory building shall be provided in the form of natural and/or planted vegetation, berms, fencing or a combination thereof as necessary to achieve a height of at least 6 feet and a minimum 25% visual opacity within 2 years of installation from any adjacent public right-of-way and residential dwelling. Should the vegetation or screening be removed from death or overgrowth, then the screening would need to be installed.
 - 3. The character, architecture and materials of the detached accessory building shall match the primary dwelling.
- (c) Except for detached accessory buildings located entirely in the rear yard, all detached accessory buildings and attached garages shall be subject to side yard building setback requirements of the principal building.