

BUILDING PERMIT PROCEDURE FOR GARAGES, SHEDS, ACCESSORY STRUCTURES, OR AG STRUCTURES

A building permit IS REQUIRED to build or place a new structure on your property.

BEFORE YOU BEGIN, PLEASE NOTE THE FOLLOWING PER TOWN CODE SECTION 330-12:

- Prior to the construction of an accessory building used for non-agricultural purposes, a dwelling shall be present or under construction. The only exception to this can be found by referring to Town Code Section 330-12B(d).
- Accessory buildings shall not exceed two (2) buildings used for non-agricultural purposes. The Town Plan Commission may consider granting approval for more than two (2) accessory buildings used for non-agricultural purposes under the provisions of Article VI, Conditional Uses. Please contact the Township to inquire about a conditional use permit if applicable.

PLEASE FOLLOW THE STEPS BELOW WHEN CONSIDERING CONSTRUCTION OR PLACEMENT OF A GARAGE, SHED, OR ACCESSORY STRUCTURE ON YOUR PROPERTY:

1. DETERMINE ZONING:

- a. You may determine the zoning of your property by using the Sheboygan County Zoning Map:
<https://www.arcgis.com/apps/webappviewer/index.html?id=44fb4a709488468eba803fa07b9e3d29>.
 - i. You need to know your parcel number to use this map. Parcel numbers can be found by using the Sheboygan County Land Records Web Portal:
<https://treasurer.sheboygancounty.com/GCSWebPortal/Login.aspx?ReturnUrl=%2fGCSWebPortal%2fSearch.aspx>

2. DETERMINE WHETHER THE PROPOSED STRUCTURE MEETS TOWN USE, SIZE AND PLACEMENT REQUIREMENTS:

- a. REVIEW THE TOWN CODE: The Town of Holland's zoning ordinances can be viewed by visiting www.townofholland.com. In the bottom right corner of each page on the website, you will find a link titled "Code/Ordinances." This link will take you to the eCode360 website where all Town ordinances are available for viewing. eCode360 provides a keyword search feature at the top of the page. You may enter your property's zoning district (ex. "R-1") in the search field to review permitted uses, conditional uses, setback requirements, building height restrictions, and more.
 - i. The Town code section that provides information about your property's zoning district lists permitted and conditional uses. **PLEASE NOTE:** There are districts that do not allow building construction, so make sure you do not skip this step.
 - ii. If the structure you wish to construct is incidental to residential use (ex. a garage), it is considered to be an accessory structure for residential use and is allowed in most zoning districts, as long as applicable size and placement requirements can be met. If the proposed structure is intended for another use, check your property's zoning district to verify that the intended use is listed as a permitted use. If the intended use is listed as a conditional use, please contact the Town of Holland's zoning administrator to inquire about applying for a conditional use permit.
 - iii. To determine the allowable size of the structure you wish to build, type "330-12" in the search field. In this section, you will find the maximum aggregate footprint allowed for accessory (**residential-use**) structures based on the lot size (acres) of your property.
 1. If the structure you wish to build exceeds the maximum aggregate footprint allowed for accessory structures, you may contact the Town of Holland's zoning administrator to inquire about applying for a conditional use permit.

3. CONSIDER THE FOLLOWING QUESTIONS:

a. **Does the proposed structure meet use, size, and placement requirements?**

You can determine this by following this guide starting at the top of page 1. If you believe the answer to this question is yes following your research, you should proceed as this guide recommends. If the answer is no, you may contact the Town of Holland zoning administrator to inquire about other options, some of which could include a conditional use permit, a special exception, or a rezoning.

b. **Do you intend to demolish an existing structure prior to the construction of a proposed new structure?**

If the answer is yes, please note that a razing permit is required to demolish any structure or portion of the structure. This includes but is not limited to dwellings, garages, and storage sheds. The razing permit is how the Town's assessor knows to remove the structure from the property tax roll.

c. **Is your property located near wetlands or comprised of some wetlands?**

If the answer is yes, you should check with the Township or the Sheboygan County Planning to determine whether your proposed building site is labeled as a wetland area by the Wisconsin Department of Natural Resources.

d. **Do you intend to use the structure as a sleeping quarters for guests?**

If the answer is yes, please note that the Town's ordinances only allow for one dwelling unit to exist per parcel regardless of zoning classification, therefore, an accessory structure is limited when it comes to the facilities that can exist within it. The definition of a dwelling unit, and other definitions, such as a food preparation area, can be found [here](#).

e. **Do you intend to use the structure to collect income from short-term rentals?**

If the answer is yes, you will need to obtain a license from both the State of Wisconsin and the Town of Holland before you begin this use. Please visit www.townofholland.com and review the Short-Term Rentals Information listed under "Resources." You may also view the Town's Short-Term Rental ordinance [here](#). Please contact the Clerk-Treasurer to learn more about the Town's requirements. You should also contact the Sheboygan County Health and Human Services Department to inquire about the license and requirements provided by the State.

4. OBTAIN A BUILDING PERMIT FROM THE TOWN OF HOLLAND

The form can be found at www.townofholland.com under "Forms/Permits." Please contact the Town of Holland Building Inspector during the planning process for new garages, sheds, accessory (residential use) structures, or agricultural structures.

5. CONTACT THE SHEBOYGAN COUNTY PLANNING DEPARTMENT

The planning department should be contacted prior to construction of any structure. It is important to note that this department is responsible for issuing or updating any sanitary or well permits for your property.