



## OFFICE OF THE BUILDING INSPECTION INFORMATION REQUIRED TO BUILD A SHED

A shed is defined as “A detached building customarily found with a residential use as an accessory use. The term includes greenhouses, detached garages, sheds, gazebos, pool cabanas, and the like” in Appendix B (Section 17.02) of Chapter 170 of the Village Code.

### REQUIRED APPLICATION MATERIALS:

- A survey showing the proposed location of the shed as well as all other structures on the lot with setbacks, side yard dimensions, and distances to other buildings and structures (pools, decks, etc.) shown
- A detailed drawing of the shed including materials, dimensions, elevations, and cross sections (SEE ATTACHED)
- Approval from the Washington County Land Use Office (SEE ATTACHED)
- A completed Village of Richfield Building Permit Application
- All necessary building permit fees:
  - \$50.00 (less than 192 square feet)

### PROJECT REQUIREMENTS:

- Sheds are allowed in the rear yard and side yard only
- Sheds must be at least 10' from the rear yard and side yard lot lines
- The maximum height of a shed is 15'
- Each residential parcel less than four (4) acres is limited to one (1) shed
- Each residential parcel more than four (4) acres is allowed two (2) sheds
- A shed must be at least 10' from the principal structure
- A shed must be at least 5' from a well and 5' from a septic tank
- Sheds must be designed to withstand uplift pressures of 80 m.p.h. (Anchorage is required)

### BUILDING INSPECTOR INFORMATION:

Joe Tillmann, Inspector – [inspector@richfieldwi.gov](mailto:inspector@richfieldwi.gov)  
(Office Hours: Tuesday and Wednesday from 7:30AM to 8:45AM and from 12:30PM to 1:15PM)

Greg Darga, Inspector – [inspectorii@richfieldwi.gov](mailto:inspectorii@richfieldwi.gov)  
(Office Hours: Friday from 7:30AM to 8:45AM and from 12:30PM to 1:15PM)

Village of Richfield  
4128 Hubertus Road  
Hubertus, WI 53033  
[www.richfieldwi.gov](http://www.richfieldwi.gov)

Phone: (262) 628-2260 Ext. 117 and 125

Fax: (262) 628-2984



# Washington County Planning and Parks Department

## REMINDER TO PROPERTY OWNERS IN ALL UNINCORPORATED TOWNS

Please note that the Washington County Planning and Parks Department Land Use Division administers and enforces the following ordinances within your municipality:

- Subdivision Ordinance
- Sanitary Ordinance
- Shoreland/Wetland/Floodplain Zoning Ordinance

### CONTACT FOR THE FOLLOWING TOWNSHIPS:

Phillip Gaudet-Land Resources Manager/Manager of Land Use Division  
Wayne, Kewaskum, Addison, Hartford, Barton

Dave Seils-Inspector in Charge  
Polk, Erin, Richfield, Germantown

Dave Lindner-Land Use Inspector  
Farmington, West Bend, Trenton, Jackson

Best time to call is from 8:00 to 9:00 A.M.

Before beginning any construction (including remodeling, reconstruction or any structural alterations), and landscaping, please contact us and request information on what permits and inspections may be necessary. The best time to call is from 8:00 to 9:00 A.M.

Please contact us before doing any work on your Private Onsite Wastewater Treatment System (POWTS) other than the routine pumping of your septic tank every 2 or 3 years as required under County Ordinance; this includes the placement of covers, risers, pipes, vents, etc. County and State laws require that some repairs, alterations, extensions or additions require permits at the County level, and the State requires that the person performing the work be properly licensed.

Enforcement of the County Shoreland/Wetland/Floodplain Zoning Ordinance pertains especially to properties within 300' of a river or navigable stream, within 1,000' of a lake/pond as well as all floodplain and the majority of wetland areas. Please note that many very small ponds, streams and ditches are regulated as required by the State. Permits may require approval by the Washington County Planning, Conservation & Parks Committee and the full County Board prior to your starting work on the following projects within the shoreland/wetland/floodplain zoning district:

- Landscaping, filling, grading, ponding, lagooning, dredging, excavating and any soil disturbance work.
- Seawall or riprap.
- Additions/alterations to existing structures or reconstruction of structures.
- New construction of any type.
- Retaining walls, sidewalks, driveways or other landscaping.

When working near lakes and streams, you are advised to contact the Wisconsin Department of Natural Resources in Milwaukee at (414) 263-8500, because in some cases permits will also be needed from them. Construction in any wetland or shoreline may require approval of the U.S. Army Corps of Engineers, phone number (262) 547-4171.

County approval will be needed for all subdivisions. Certified Survey Maps located in Shoreland/Wetland/Floodplain Zoning Districts frequently require County approval.

To help minimize complications, please do not hesitate to contact our office for information about the procedure for obtaining any of the permits mentioned above. This should be done several weeks prior to the proposed start of your project. When work takes place without permits, County and State laws usually hold the property owner responsible even if the work was done by a contractor. In some cases, the contractor may also be responsible. You should also contact the town regarding their permit requirements.

Form 1385 (Rev. 03/15)