

**Village of Ashwaubenon**

2155 Holmgren Way, Ashwaubenon, WI 54304



(920) 492-2309



[build@ashwaubenon.gov](mailto:build@ashwaubenon.gov)



[www.ashwaubenon.gov](http://www.ashwaubenon.gov)

# Temporary Structure Permit

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**Fees:** \$0.12/sq. ft.; minimum \$125. Electrical permit is \$50 if applicable

**General Requirements:**

1. Meet the requirements of IBC Section 3103.
2. May not be erected for more than 180 days.
3. May not be located on a utility or egress easement.
4. Must allow for the flow of vehicular and pedestrian traffic.

**Permit Requirements:**

The following must be provided to obtain a temporary structure permit:

1. Scaled site plan with dimensions showing the location of the structure on the property in relation to the property lines and any other structures on site.
2. Completed temporary structure permit application.
3. Completed building permit if temporary structure is to be electrified.
4. Plans demonstrating compliance with IBC Section 3103.

**Required Inspections:**

1. Rough Electrical → if applicable, when electrical is roughed in prior to covering
2. Final → when accessory structure is complete

**Please email completed application and plans to [build@ashwaubenon.gov](mailto:build@ashwaubenon.gov)**



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# Temporary Structure Permit Application

PROJECT SITE INFORMATION	
Address:	
City, State, Zip:	
Total Structure Area (all floors if more than one): sq. ft.	
Structure Height:	Parcel ID # :
OWNER INFORMATION	
Name:	Telephone:
Address:	Email:
City, State, Zip:	
CONTRACTOR INFORMATION	
Name:	Telephone:
Address:	Email:
City, State, Zip:	

Current Land Use: Residential      Commercial      Industrial      Park      Other

Will the structure have electricity?      Yes      No      If yes, a separate electrical permit will be required with electrician information including license number.

Is the temporary structure part of an approved Ashwaubenon Special Event Permit?      Yes      No

Name of special event:

Dates structure is to be erected (no more than 180 days)      to

The undersigned contractor/owner/owner's agent hereby applies for a permit to do the work herein described, according to the plans and specifications herewith filed, and hereby agrees that such work will be done in accordance with the said description, plans, and specifications and in compliance with building ordinances and other ordinances of the Village of Ashwaubenon and the State Building Codes of Wisconsin.

\_\_\_\_\_  
Contractor/Owner/Owner's Agent Signature

\_\_\_\_\_  
Date

**For office use only**

Minimum Temporary Structure Permit Fee: \$0.12/square foot; minimum \$125

\_\_\_\_\_  
Building Inspector Signature

\_\_\_\_\_  
Date Approved

**PERMIT VALID FOR ONE YEAR FROM APPROVAL DATE**

\_\_\_\_\_  
Date of Payment

\_\_\_\_\_  
Permit Number

\_\_\_\_\_  
Receipt Number