



## Accessory Structure Checklist

*Approval process is 14-30 days based on the scope of the proposed project.*

### Complete the following forms & provide hardcopies:

Available at [erintownship.com](http://erintownship.com) → Forms:

- **Planning & Zoning:** Application for Zoning Compliance
- **Building Inspection:** Building Permit

### Additionally, provide hardcopies of the following documents:

- **Washington County Planning and Parks Permits**  
[washcowisco.gov](http://washcowisco.gov) → Land Resources → Permits & Applications
  - Landowner/Contractor Self Certification Form or Permit(s) as Required by County
- **Survey/Site Plans: three (11" x 17") scalable copies** indicating:
  - Locations and dimensions of existing and proposed buildings
  - Location of well and septic
  - Distance from front, side & rear lot lines for all existing and proposed buildings
  - Distance between existing and proposed buildings
  - Elevations at house corners, lot corners, road pavements and lot lines
- **Building Plans:** three detailed sets including specifications & building materials
  - Three-11" x 17" copies
  - Email a PDF version to: [zoning@erintownship.com](mailto:zoning@erintownship.com).

### Cash or Check Payment:

- Zoning compliance fee is payable when paperwork is submitted to the zoning office.  
Building fees are payable when building permits are issued.
  - Checks payable to: Town of Erin.
  - Review fees online: [erintownship.com](http://erintownship.com) → Documents → Fee-schedule

### Offices and Hours

#### Zoning Office

Tuesday & Thursday 9am-3pm  
(262) 673-3682  
[zoning@erintownship.com](mailto:zoning@erintownship.com)

#### Washington County

Parks and Planning  
(262) 335-4445  
[landres@washcowisco.gov](mailto:landres@washcowisco.gov)

#### Building Inspector

Monday 8-9am & Tuesday Noon-1pm  
(262) 673-3682  
[inspector@erintownship.com](mailto:inspector@erintownship.com)