

4. Village Staff will review your application.

If approved, a Zoning Permit and a Building Permit will be issued, which may include conditions of approval.

5. Start the work that the permit was issued for.

Display the permit where it can be seen from the street for the duration of construction. Remember to call Digger's Hotline at (800) 242-8511 to avoid underground utilities while digging.

6. Call for an inspections.

When a Harrison Building Permit is issued, the Building Inspector will tell you if inspections are required and the phone number to request inspections. It is your responsibility to schedule an inspection.

It is also your responsibility to schedule an inspection after the footing holes are dug and before the footing is installed.

On-site inspections of your project during construction assures that the materials used and the work done is to code. If any work does not pass inspection, it must be corrected and reinspected.

Questions?

Contact:

Assistant Planner:

Phone: (920) 989-1062 x 2
jsherman@harrison-wi.org

Address:

Village of Harrison
Assistant Planner
W5298 State Hwy 114
Menasha, WI 54952

Harrison-wi.org

Allow 7-10 days for processing.

WE Energies Right-of-Way Analyst:

(414) 221-2750

Diggers Hotline:

(800) 242-8511

This brochure is intended to be a guide and does not supersede any rules, regulations, ordinances, or statutes.

Revised: 3/2023

Decks



Follow these 6 steps...

1. Make sure your proposed deck meets the placement, size, construction, and safety requirements outlined in this brochure.

Placement:

A deck may be freestanding or attached to your house or another structure.

Freestanding decks in residential zoning districts must be at least 5 ft. from all side and rear property lines. Decks in rural residential must be at least 10 ft. from all side and rear property lines. Decks must meet the front yard setback from all street property lines (typically the front edge of the house or garage) and the water line setback of the Shoreland Zoning Ordinance.

Decks attached to or abutting a house must meet the setback requirements of the property, typically at least 25 ft. from the rear property line and 7.5 ft. from side property lines. The Rural Residential zone requirement is 25 ft. from the rear and side property lines.

The Village of Harrison requires that all decks be placed outside any easements, including utility and drainage. Contact Village Planning Staff to find out if/where any easements are located or to get a copy of the drainage plan for your lot.

Size:

Harrison Zoning Ordinance sets the maximum impervious surface coverage footage for structures on your property based on the zoning district. The total square footage, in ground floor area, of all structures (proposed or existing) may not exceed the following on the next page:

- AG zoning - 50%
- RS-1 & RR zoning - 35%
- RS-2 & RT zoning - 60%

Swimming pools, decks, driveways and patios are included in the impervious surface coverage

***Example:** If you own a property in a RS-1 zoning district, and your lot is 13,500 sq. ft., you are allowed a total impervious surface coverage of 4,725 sq. ft. If you have an existing house with attached garage, porch, driveway and patio of 4,225 sq. ft., the maximum you would be allowed to construct would be 500 sq. ft. ($13,500 \times .35 = 4,725$ then $4,725 - 4,225 = 500$).

Construction:

Use weather-resistant materials such as treated lumber. Footings must be adequate to support the load.

Footings for decks that are attached to a house must be at least 4 ft. deep to prevent frost heaving.

Safety:

Guardrails must surround any deck that is more than 2 ft. above grade, and must be a minimum of 36 in. high.

Stairs with more than 3 risers require handrails. Handrails must measure at least 30 in. but not more than 38 in. from the nosing of the tread to the top of the handrail.

2. Both a Zoning Permit and a Building Permit are required to construct a deck. Permit applications are available in the following formats:

- In-Person at the Harrison Village Hall
Monday - Friday 7:30 am - 4:00 pm.
- Call the Harrison Assistant Planner at 920) 989-1062 x 2 to have permits emailed.
- Download off the Harrison website at www.Harrison-wi.org

3. Turn in the completed applications, site plan, project plans, and required fees to the Harrison Assistant Planner at the Village Hall.

The site plan should be provided on a separate 8.5" x 11" page and include the following:

- Location of the deck and all other structures
- The dimensions
- The distance from other structures and all property lines.