

# GAZEBO

City of Brookfield  
Inspection Services Department  
2000 North Calhoun Road, Brookfield, Wisconsin 53005

Phone: (262) 796-6646 (7:00 a.m. - 5:00 p.m.)  
FAX (262) 796-6702

## HERE IS A HELPFUL LIST OF THE MOST OFTEN ASKED QUESTIONS AND ANSWERS REGARDING GAZEBOS.

**Q: What is a gazebo?**

A: A gazebo is defined in Chapter 14 of the Municipal Code as a roofed, open air structure with four (4) or more sides.

**Q: Do I need a building permit for a gazebo?**

A: Yes.

**Q: How much will it cost?**

A: The permit fee is \$61.00 with a plan review fee of \$65.00 due at application.

**Q: How do I get a permit?**

A: Please submit:

1. 5 copies of a current **SURVEY** showing the gazebo drawn to scale and indicating the distance to the lot lines and other structures; and
2. 2 sets of **PLANS** showing a top or "plan view" looking down on your project and a side or "cutaway" or "section" view showing the proposed method of construction.

Application forms are available at the Inspection Services Department service counter. A deck with a gazebo will require two permits - one for the deck and one for the gazebo.

**Q: Where can I locate the gazebo on my property?**

A: You must maintain at least 10'0" from any part of the house, garage, or other structure located on the lot. Also, the gazebo may not be located in the offset or setback areas (generally, at least 20' from side and rear lot lines and 50' from front lot line.) Your gazebo may be located within your deck. Please call us at (262) 796-6646 and we will check if the standard offsets/setbacks apply to your lot.

**NOTE:** The property owner is responsible for correct placement of structures upon a parcel of land to comply with building and zoning law. The edge of the City street pavement or back of curb is usually **NOT** located on a property line.

**Q: How large can I build the gazebo?**

A: A gazebo shall not exceed 200 square feet in size or 15 feet in height. Fifty (50) per cent or more of the walls shall be open or screened.

**Q. What type of foundation does a gazebo need?**

A. The gazebo must be constructed on a permanent base of at least six inches of sand or gravel and 3" surface concrete anchored to the base.

**Q: How long does it take to get my permit?**

A: This varies. A gazebo permit may require Plan Commission (or its designee) approval for appearance, materials and location if there are other structures already in the yard. (Pools do not count.) Please ask about time for review process at the time you make your permit application submittal.

Good luck with your project! Remember we are here to serve and protect you, our residents.

Our office hours are 7:00 a.m.-5:00 p.m. weekdays and application can be made anytime during those hours. The Field Inspectors are in the office from 7:00-8:00 a.m. and 2:30-3:30 p.m. Our telephone number is **(262) 796-6646**.

**PLEASE CALL DIGGER'S HOTLINE AT LEAST 3 DAYS PRIOR TO STARTING YOUR PROJECT AT (800) 242-8511 OR (800) 542-2289**