



City of Kenosha
Department of Community Development and Inspections
625 52nd Street, Room 100, Kenosha, WI 53140
Phone: 262.653.4263, Fax: 262.653.4254

**APPLICATION PACKET
FOR
RESIDENTIAL ADDITION PERMIT**

Project Address _____

The following items must be completed and submitted as a packet:

1. _____ Residential Addition permit application
2. _____ Occupancy Residential permit application
3. _____ Erosion Control Residential permit application (please contact Bill Knutsen, Soil Erosion Specialist, at 262.653.4247 with questions)
4. _____ Residential Plumbing permit application (signed by a Wisconsin-licensed Master Plumber)
5. _____ Residential Electrical permit application (signed by a Wisconsin-licensed Master Electrician)
6. _____ Residential HVAC permit application (signed by an individual that possesses a City of Kenosha HVAC license **OR** a State of Wisconsin HVAC Qualifier license)
7. _____ Certificate of Compliance for Residential Additions
8. _____ Heat loss calculations for entire dwelling **or** letter from HVAC contractor which states the existing furnace is sufficient to heat the addition
9. _____ One (1) property survey (see attached survey requirements) with erosion control measures shown, and elevations shown every twenty-five feet (25') along each property line [in accordance with 33.04(A)(b) and 33.10(D)(6)]
10. _____ One (1) set of floor plans (size 8 1/2" x 11" or 11" x 17", drawn at 1/4" scale), showing door and window sizes, and hallway and room dimensions
11. _____ One (1) set of cross-section drawings (size 8 1/2" x 11" or 11" x 17", drawn at 1/4" scale), showing structural members, insulation, exterior siding, and interior wall finish
12. _____ Cautionary Statement (required if the property owner is listed as the contractor); **OR** State Licensing (required if a contractor is listed)

I hereby certify and acknowledge that all of the above required information provided is true and accurate to the best of my knowledge.

Signature

Date

After Approval/Processing of this Permit Application:

If you do not intend to proceed with this project, please contact our office at 262.653.4263 to avoid paying the entire cost of the permit. Administrative and/or plan review fees will be charged. Any/all unpaid permit fees, along with an additional \$100.00 Administrative Fee, will be processed as a special assessment against the real estate upon which the service was performed.



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Office Use Only:

**APPLICATION
FOR
RESIDENTIAL ADDITION PERMIT**

You will be notified when your permit is ready; please do not submit payment with permit application.

Project Address _____

Property Owner _____

Contractor _____

Mailing Address _____

Mailing Address _____

City _____ State _____ Zip _____

City _____ State _____ Zip _____

Phone (_____) _____

Phone (_____) _____

Contractor e-mail _____

Note to Contractor: Please see attached "State Licensing Requirements."

Estimated Cost (excluding
plumbing, electric, and HVAC) _____

Square Feet _____ Height _____

Type of Addition _____

Type of Use: ☐ Single-family ☐ Two-family

Will the work include the addition of a kitchen? ☐ Yes ☐ No

Setbacks:

Front _____ Rear _____ Left Side _____ Right Side _____

For Office Use Only:

Zoning: _____ Zoning Review/Approval: _____

I agree to comply with all applicable codes, statutes, and ordinances, and with the conditions of this permit; understand that the issuance of the permit creates no legal liability, express or implied, on the state or municipality; and, certify that all the above information is accurate. If I am an owner applying for an erosion control or construction permit, I have read and signed the attached cautionary statement regarding contractor financial responsibility. I expressly grant the building inspector, or the inspector's authorized agent, permission to enter the premises for which this permit is sought at all reasonable hours and for any proper purpose to inspect the work which is being done.

DESCRIPTION	PRICE PER UNIT	QUANTITY
PLAN REVIEW - RESIDENTIAL	\$ 60.00 Ea.	_____
NEW 1&2 FAMILY STRUCTURAL	\$.50 Per Sq. Ft.	_____
MINIMUM FEE	\$ 120.00 Ea.	_____
ZONING PLAN REVIEW	\$ 60.00 Ea.	_____

Certificate of Compliance for Residential Additions
In accordance with Section 3.0 of the City of Kenosha Zoning Ordinance

In order for my project to be approved, I understand that all six items under Section A below must be checked and adhered to.

Section A:

- ☐ Covered porch or stoop is defined by columns, railings, posts, etc. (Covered porch or stoop may extend into front setback by up to six feet).
- ☐ Porch/stoop covering is no higher than twelve feet above porch and is a minimum of 30% solid construction.
- ☐ The footprint of attached garage is less than the footprint of the house.
- ☐ If most of the surrounding houses have detached garages, and this project is proposing an attached garage, the garage must be less than 50% of the width of the house (less than 60% in RR1, RR3, RS1, RS2, and RD zoning); and, located even with or set back from the front of the existing house (it may extend ten feet in front of the house in RR1, RR2, RR3, RS1, RS2, and RD zoning if a 25 square foot covered porch is included in the project).
- ☐ There is a minimum requirement of a nine square foot window or other opening per story, per side.
- ☐ Addition does not vary more than one story from adjacent houses.

In addition, I also understand that in order for my project to be approved, I must check and adhere to a minimum of three items under Section B below.

Section B:

- ☐ Orientation of the entire building matches that of surrounding properties.
- ☐ Visual size of the entire project when complete does not vary more than 125% larger or smaller than the adjacent houses.
- ☐ If the surrounding area has predominantly raised porches, the project also requires a raised porch.
- ☐ Building materials match the prevailing style on surrounding houses.
- ☐ Roof slope and orientation match the prevailing style on surrounding houses.

<p>The undersigned hereby agrees to fully comply with the requirements of Chapter 3.0 of the City of Kenosha Zoning Ordinance and executes this Certificate of Compliance for the purpose of securing a building permit. The undersigned further understands that an occupancy permit will not be approved and issued for subject buildings found not to be in compliance with said ordinance upon final inspection.</p>

Applicant_____

Date_____

Address_____

Phone_____



State of Wisconsin Licensing Requirements for Contractors:

Licenses are available through the Department of Safety and Professional Services (DSPS) at:
<http://dsps.wi.gov/sb/SB-DivCreds.html>

General Contractors of One- or Two-family Dwellings:

Any general contractor that performs work on a one- or two-family dwelling must possess the following two licenses:

- 1) Dwelling Contractor Number: _____ Signature of Designee: _____
 - 2) Dwelling Qualifier Number: _____
- Dwelling Qualifier Licensee Signature: _____ Print Name: _____

General Contractors of Multi-family Dwellings or Commercial Projects:

Any general contractor that performs work on a multi-family dwelling or commercial property must possess the above two licenses **OR**:

Building Contractor
Registration (BCR) Number: _____ Signature of Designee: _____

Contractors of Exterior Sewer and Water Laterals or Interior Plumbing Projects:

Any contractor that performs Exterior Sewer and Water Lateral or interior plumbing work must possess the following two licenses:

- 1) Wisconsin Master Plumber's License Number: _____
Licensee's Signature: _____ Print Name: _____
- 2) Building Contractor
Registration (BCR) Number: _____ Signature of Designee: _____

Contractors of Electrical Projects:

Any contractor that performs electrical work must possess the following two licenses:

- 1) Wisconsin Master Electrician's License Number: _____
Licensee's Signature: _____ Print Name: _____
- 2) Wisconsin Electrical
Contractor Certification Number: _____ Signature of Designee: _____
OR
Building Contractor Registration (BCR) Number: _____ Signature of Designee: _____

Contractors of HVAC Projects:

Any contractor that performs HVAC work must possess the following two licenses:

- 1) Wisconsin HVAC
Qualifier Number: _____ Licensee's
Signature: _____ Print
Name: _____
OR
City of Kenosha
HVAC License: _____ Licensee's
Signature: _____ Print
Name: _____
- 2) Wisconsin HVAC
Contractor Certification Number: _____ Signature of Designee: _____
OR
Building Contractor
Registration (BCR) Number: _____ Signature of Designee: _____

Note to Property Owners:

If the owner of the property is listed as the general contractor, a license is not required; however, the attached "Cautionary Statement" must be signed by the property owner.

CITY OF KENOSHA
Department of Community Development and Inspections

CAUTIONARY STATEMENT TO OWNERS OBTAINING BUILDING PERMITS

101.65(lr) of the Wisconsin Statutes requires municipalities that enforce the Uniform Dwelling Code to provide an owner who applies for a building permit with a statement advising the owner that:

If the owner hires a contractor to perform work under the building permit, and the contractor is not bonded or insured as required under S.101.654(2)(a), the following consequences might occur:

- a) The owner may be held liable for any bodily injury to or death of others or for any damage to the property of others that arises out of the work performed under the building permit or that is caused by any negligence by the contractor that occurs in connection with the work performed under the building permit.
- b) The owner may not be able to collect from the contractor damages for any loss sustained by the owner because of a violation by the contractor of the one- and two-family dwelling code or an ordinance enacted under Sub.(1)(a) because of any bodily injury to or death of others or damage to the property of others that arises out of the work performed under the building permit or because of any bodily injury to or death of others or damage to the property of others that is caused by any negligence by the contractor that occurs in connection with the work performed under the building permit.

**CAUTIONARY STATEMENT TO CONTRACTORS FOR
PROJECTS INVOLVING BUILDING BUILT BEFORE 1978**

If this project is in a dwelling or child-occupied facility, built before 1978, and disturbs six (6) sq. ft. or more of paint per room, 20 sq. ft. or more of exterior paint, or involves windows, then the requirements of Ch. DHS 163 requiring Lead-Safe Renovation Training and Certification apply. Call 608.261.6876 or go to <http://dhs.wisconsin.gov/lead/WisconsinRRPRule.htm> for details of how to be in compliance.

WETLANDS NOTICE TO PERMIT APPLICANTS

You are responsible for complying with state and federal laws concerning the construction near or on wetlands, lakes, and streams. Wetlands that are not associated with open water can be difficult to identify. Failure to comply may result in removal or modification of construction that violates the law or other penalties or costs. For more information, visit the Department of Natural Resources wetlands identification web page or contact a Department of Natural Resources service center.

**ADDITIONAL RESPONSIBILITIES FOR
OWNERS OF PROJECTS DISTURBING ONE OR MORE ACRE(S) OF SOIL**

I understand that this project is subject to Ch. NR 151 regarding additional erosion control and stormwater management and will comply with those standards.

Owner's Signature: _____ Date: _____



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OCCUPANCY CHECKLIST AND PERMISSION TO OCCUPY FOR RESIDENTIAL ADDITIONS

Note: This form must be presented to the building inspector at the time of final inspection.

*The purpose of the occupancy checklist is to insure that all work and conditions necessary to obtain a Certificate of Occupancy (CO) have been completed. Upon issuance of the Residential Addition permit, **this occupancy checklist shall be affixed to the interior of the front door of the building.** Prior to the scheduling of the final inspection with the building inspector, the box adjacent to each listed code requirement must be checked, thereby signifying it has been completed; and, the checklist must be signed at the bottom. If these procedures are not followed, the final inspection will not be conducted; and, a reinspection fee will be assessed.*

Address of Property

- ☐ No personal items are stored in the area under construction
- ☐ Final plumbing signed off on inspection card
- ☐ Final electric signed off on inspection card
- ☐ All handrails and guardrails installed correctly
- ☐ All stair treads and risers in conformance
- ☐ All stairway headroom clearances verified
- ☐ Security locks installed on exterior doors
- ☐ Security locks installed on bathrooms
- ☐ Box sill insulated
- ☐ Vent fans installed and operable
- ☐ Kitchen and bathroom flooring installed
- ☐ HVAC dampers and grills installed and operable
- ☐ Final "as-built" survey (with finished/final grades at property lines) per Code of General Ordinances 33.10, has been submitted to Soil Erosion Specialist, Bill Knutsen, (262) 653.4247
- ☐ Perimeter erosion control maintained September 16 - April 30; or, lawn sodded or seeded and stabilized May 1 - September 15
- ☐ All excess spoil and dirt piles removed from site
- ☐ All dumpsters and debris removed from site
- ☐ Inspection conducted by City Assessor, (262) 653.4480. Assessor's signature: _____

I verify that, to the best of my knowledge, all of the above items have been installed and completed in compliance with all applicable codes and ordinances as required by the City of Kenosha. I also understand that if this checklist is not posted at the time of inspection, the inspection will not be conducted; and, a reinspection fee shall be assessed.

Contractor/owner

Date

The inspector's signature below grants permission to occupy:

Inspector - City of Kenosha, Department of Community Development and Inspections

Date



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Inspector - City of Kenosha, Department of Community Development and Inspections

Date

CITY COPY

SURVEY REQUIREMENTS:

Why is a Survey Required?

A property survey is required for all proposed *residential additions*. Land and its improvements are a major financial investment; therefore, all land ownership boundaries, corners, features, and improvements should be located, monumented, and mapped by a property survey and filed in public records. A survey will verify that planned improvements are in compliance with zoning setbacks and coverage requirements.

What is a Property Survey?

A property survey is a detailed plan of the lot with all existing and proposed improvements shown on the plan.

Who Prepares the Property Survey?

A property survey must be prepared by a Professional Land Surveyor who is licensed through the Wisconsin Department of Safety & Professional Services. The surveyor will stamp and certify the survey document.

What is Required to be Shown on the Survey?

1. The property owner's name, the assessor's parcel number, and the site address.
2. All property lines, all easements (utilities, access, etc.), and site dimensions.
3. Exact location and dimensions of all existing and proposed buildings or additions, distances between existing and proposed buildings or additions, and distances from existing and proposed buildings or additions to all property lines.
4. Lot size and all adjacent public streets, alleys, and roadways.
5. Location of all impervious surfaces on the lot (i.e., patios, sidewalks, existing and/or proposed driveways).
6. Identity of each building by its use (garage, residence, etc.), including decks, retaining walls, etc.
7. Owner must be able to show corner irons on the site to the satisfaction of the building inspector.
8. Proposed drainage patterns and proposed changes to existing yard grade.

<p>This is a guide to the most common questions and problems. It is not intended, nor shall it be considered, a complete set of requirements.</p>

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