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

APPLICATION PACKET
FOR
ACCESSORY BUILDING PERMIT

Project Address_____

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

1. _____ Accessory Building permit application

2. _____ One (1) plat of survey prepared by a Professional Land Surveyor, licensed by the State of Wisconsin (see attachment). The survey must show all existing buildings, proposed accessory building, setbacks from property lines, distances from all accessory structures, proposed drainage patterns, and proposed changes to existing yard grade

3. _____ One (1) full size set of plans ; AND

   _____ One (1) additional set of plans (size 8 1/2" x 11" or 11" x 17")

4. _____ Cautionary Statement (required if the property owner is listed as the contractor); OR State Licensing (required if a contractor is listed)

5. _____ City Development Authorization (required for commercial or multi-family properties:_____

Note: Upon plan review or as a result of a field inspection, the Code Official may determine that an erosion control permit and/or installation of erosion control measures are required.

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*

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

Office Use Only:

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APPLICATION FOR ACCESSORY BUILDING PERMIT

This document must be legible or will be returned.
You will be notified when your permit is ready; please do not submit payment with permit application.

Project Address_____

Owner _____

Mailing Address _____

City_____ State_____ Zip_____

Phone (_____)_____

***Contractor**_____

Mailing Address _____

City_____ State_____ Zip_____

Phone (_____)_____

Contractor e-mail_____

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

Estimated Cost $_____

Project Name (if commercial or multi-family property):_____

Corner Lot: Yes _____ No _____

Square Footage of Accessory Building_____

Accessory Building Size:_____ by _____ Height_____

Setbacks in feet from property lines: Front_____ Rear _____ Left _____ Right_____

CHECK ONE: □ One-family □ Two-family □ Multi-family □ Commercial

Indicate type of accessory building: □ Garage □ Shed □ Gazebo □ Greenhouse □ Pavilion

□ Other_____ □ Tent - (Specify dates for tent: From _____ To_____)

Is an existing garage or shed being torn down? □ Yes □ No (If yes, a raze permit application must be completed and submitted with this permit application)

Office Use Only: Zoning_____ Zoning Review and 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 of the permit information herein is accurate. 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.

Applicant Signature:_____

DESCRIPTION	PRICE PER UNIT	QUANTITY
RESIDENTIAL ACCESSORY MINIMUM	$ 60.00 Ea.	_____
COMMERCIAL ACCESSORY SQ. FT.	$.50 Per Sq. Ft.	_____
COMMERCIAL ACCESSORY MINIMUM	$ 75.00 Ea.	_____
PLAN REVIEW	$ 60.00 Ea.	_____
ZONING PLAN REVIEW	$ 60.00 Ea.	_____

City of Kenosha

ACCESSORY BUILDING INFORMATION SHEET

For Residential Accessory Buildings:

1. The following building setbacks are required, as measured from property lot lines.

Zoning Districts:	Front:	Interior Side:	Side Street Lot Line:	Rear:	Distance From Another Building on Lot:	Suggested Overhang:
TRD-1, TRD-2	70' (Unless otherwise approved by City Development)	4'	15'	4'	5'	8”
RS-1, RM-2, RR-3	70'	4'	20'	4'	5'	16"
RS-2	70'	3'	20'	3'	5'	12"
RD, RM-1	70'	2'	20'	2'	5'	8"
RS-3, RG-1, RG-2	70'	2'	15'	2'	5'	8"

2. Garages in the **RG-1, RG-2, and RS-3** zoning districts shall not exceed the size of the footprint of the house.

3. Any combination of buildings, structures, driveways, aprons, sidewalks, or other surfaces which are impervious to water in lots zoned **RS-1, RS-2, RS-3, RG-1, and RG-2** may not exceed 60% of the total lot area.

4. Any combination of buildings, structures, driveways, aprons, sidewalks, or other surfaces which are impervious to water in lots zoned **RD, RR-1, RR-2, and RR-3** may not exceed 50% of the total lot area.

5. At least three (3) days PRIOR to any digging, call Digger’s Hotline at 1.800.242.8511.

6. Maximum allowable building height is sixteen feet (16'), as measured from the grade of the front of the building.

7. Driveways at houses built after 1980 need nine feet (9') between the property line and the residence.

8. The total ground area covered by all accessory buildings associated with one- and two-family residential properties, shall not exceed fifteen percent (15%) of the lot area; or, 840 square feet, whichever is less.

Example: Lot width (50') x lot depth (100')
Total area = 5,000 sq. ft.
x 15%
750 sq. ft. = maximum ground area that can be covered by all accessory buildings.

City of Kenosha

ACCESSORY BUILDING INFORMATION SHEET – Page Two

RESIDENTIAL CONSTRUCTION STANDARDS:

Slab: All organic material to be removed, and a minimum thickness of four inches (4") of concrete is required.

Base Plate: Single two inch by four inch (2" x 4") pressure treated lumber, with anchor bolts, no less than one-half inch (1/2") in width, spaced no more than eight feet (8') apart.

Top Plate: Double two inch by four inch (2" x 4") construction grade lumber.

Wall Studs: Two inch by four inch (2" x 4") construction grade lumber with a maximum spacing of twenty-four inches (24"), and a maximum wall height of ten feet (10').

Rafters: Maximum spacing of twenty-four inches (24"). Rafter size will vary depending on the span.

Roofs: Tie-down clips are required.

Collar Ties: Required at every third rafter, with maximum spacing of forty-eight inches (48").

Note: Dimensions and standards listed above are code requirements. Specific structural conditions must be determined by the owner or contractor, and approved by the building inspector.

INSPECTIONS REQUIRED:

Footing: When footing is excavated and formed; or, slab is formed and sand/gravel cushion and reinforcement is in place.

Rough-in: For any plumbing, heating, or electrical work that is involved.

Framing: When all framing is complete and all mechanical is installed, but before insulating. Garages, where framing will not be covered on the inside, do not require a framing inspection.

Insulation: When all wall insulation is in place and ceiling and wall vapor barriers are in place.

Final: When all work is complete and before garage is occupied or used for any purpose.

City of Kenosha

ACCESSORY BUILDING INFORMATION SHEET – Page Three

SURVEY REQUIREMENTS FOR CONSTRUCTION OF ACCESSORY BUILDINGS:

Why is a Survey Required?

A property survey is required for all proposed accessory buildings. 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. (See Exhibit 1)

Who Prepares the Property Survey?

A property survey must be prepared by a Professional Land Surveyor who is licensed by the Wisconsin Department of Regulation & Licensing. 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, distances between existing and proposed buildings, and distances from existing and proposed buildings 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.

***

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.

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State of Wisconsin Licensing Requirements for Contractors:

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 Neighborhood Services 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.

Owner's Signature:_____ Date:_____

ADDITIONAL RESPONSIBILITIES FOR OWNERS OF PROJECTS DISTURBING ONE OR MORE ACRE 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:_____

PERMIT ISSUED SUBJECT TO THE FOLLOWING

1. Work shall be started within sixty (60) days of the issue date, or permit becomes **expired**.

2. Permit expires **six months to one year** after the issue date. See Department for details.

3. Fee for permit issued after work has commenced will be **two (2) times** the normal rate.

4. The applicant shall be responsible for obtaining the permit for the proper address. A permit is not transferable to another address.

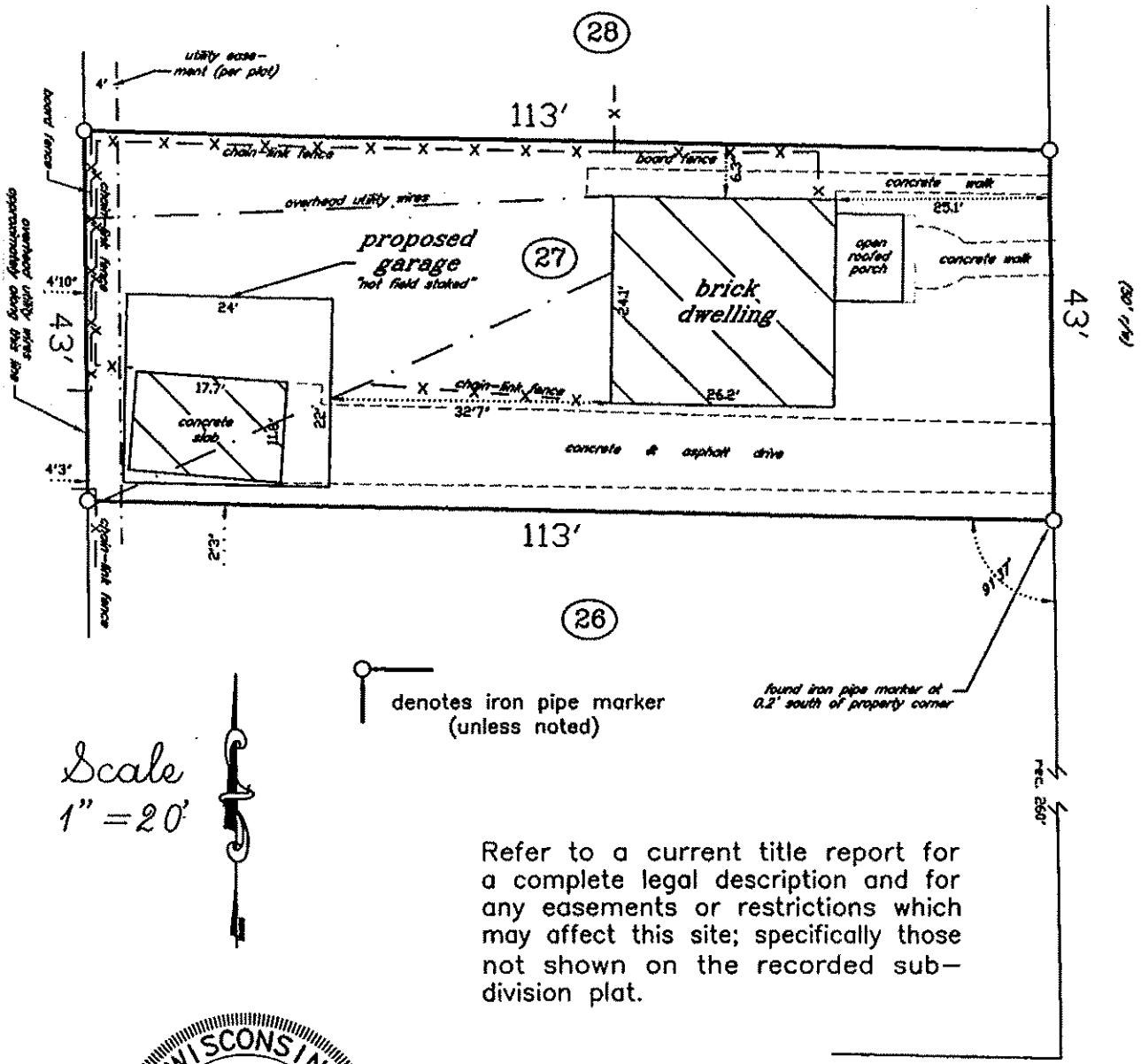
5. Permits issued for razing buildings shall become null and void if work is not commenced and completed within thirty (30) days, or as stated.

6. All plumbing, electrical, and HVAC work shall be done by licensed contractors under proper permits.

7. Remodeled/renovated basement areas are not to be used as sleeping areas; unless in accordance with residential one- and two-family alteration and remodeling standards.

8. The applicant assumes full responsibility for proper location of property lines and the proper building/structure location from property lines.

address: tax key parcel no.:



Scale
1" = 20'

Refer to a current title report for a complete legal description and for any easements or restrictions which may affect this site; specifically those not shown on the recorded subdivision plat.

WISCONSIN LAND SURVEYOR

I hereby certify that this property was surveyed under my direction. This plat is a true representation thereof.

.....

Reg. Land Surveyor
Date

Plat of Survey of

LOT

SUBDIVISION

in 1/4 Section

CITY OF KENOSHA
KENOSHA COUNTY, WIS.

-for-
Name

Exhibit 1