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 RAZING A BUILDING PERMIT

(Residential/Multi-family/Commercial)

Project Address_____

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

_____ Razing permit application (this item is all that is needed for residential accessory buildings; i.e., sheds and garages).

_____ Sewer and Water disconnection permit application (signed by a Wisconsin-licensed Plumber/Utility Contractor).

_____ Utility signoff sheet.

_____ An original performance bond in an amount equal to or greater than the cost of the demolition project. The bond needs to be "job specific" with the address of the project listed.

_____ Proof of comprehensive Liability Insurance in the amount of One Million Dollars ($1,000,000.00) per occurrence and per person and Fifty Thousand Dollars ($50,000.00) property damage.

_____ Asbestos documentation (see utility sign-off sheet attached).

_____ A copy of the "Notification of Demolition and/or Renovation and Application for Permit Exemption" (see enclosed form). (The DNR does not require this form for one- and two-family razes unless the property is part of a larger project). The original shall be submitted to the following DNR offices in accordance with the attached instructions:

Department of Natural Resources
Asbestos Coordinator, AM/7
Bureau of Air Management
P.O. Box 7921
Madison, WI 53707-7921

DNR - Southeast Region
P.O. Box 12436
Milwaukee, WI 53212
414.263.8500

Department of Health & Family Services
Division of Public Health - Asbestos/Lead (Pb) Section
P.O. Box 2659
Madison, WI 53701-2659
608.261.6876

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

_____ A permit to replace curb cut/driveway approach (Department of Public Works, 625 52nd Street, Room 305, Phone 262.653.4050.

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 RAZING A BUILDING PERMIT

This document must be legible or will be returned.

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 _____ Business Name _____

The raze is being performed on the following type property:

Single-family _____ Two-family _____ Multi-family _____ Commercial _____

To be razed (check one): Principal Building _____

Accessory Building _____ (circle one: garage, shed, other_____)

Number of Units _____ Square Footage of Building to be Razed _____

Note: Please use separate application for each building to be razed.

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. 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	QUANTITY
Raze Principal Building	$ 90.00 Ea.	_____
Raze Accessory Building	$ 60.00 Ea.	_____
Raze Principal Building (per-square-footage fee)	$ .12 per sq. ft.	_____

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SIGN-OFF DEPARTMENTS FOR SECURING A RAZING PERMIT

NUMBERS ONE THROUGH FOUR BELOW MUST BE COMPLETED PRIOR TO SECURING A RAZING PERMIT

_____
Address of Property Being Razed

1. Dump site location: _____

   Equipment to be used for hauling debris: _____

   _____

2. Water meter and service removed:

   Approved: _____ Date _____
   Water Department

3. Gas meter(s) and service(s) removed:

   Approved: _____ Date _____
   Service Department
   WE Energies

4. Electric meter(s) and services(s) removed:

   Approved: _____ Date _____
   Meter Department
   WE Energies

   Note: After permit approval, the plumbing and building inspector will do their inspections and sign off.

5. Sewer and water lines capped at front property line:

   Approved: _____ Date _____
   Plumbing Inspector, Kevin Mikolas
   Neighborhood Services and Inspections

6. Asbestos materials exist upon or within the structure: _____Yes _____No
   (Documentation from Wisconsin Licensed Inspection firm required)

   Approved: _____ Date _____
   Building Inspector, Rick Hillesland
   Neighborhood Services and Inspections

GUIDELINES FOR RAZING STRUCTURES

All Raze Permits shall be subject to the following conditions:

1. **Permit Term.** The razing of a building shall be completed within thirty (30) days after the date the permit was issued. The code official may at his/her discretion extend the permit term for cause. "Cause" shall mean the inability of the permittee to act due to circumstances beyond permittee's reasonable control upon the exercise of due diligence.

2. **Inspection of Work.** Work done under a raze permit is subject to inspection by the code official who shall have the authority to order corrective work. Failure to follow the orders of the code official, or to complete the raze in accordance with this code, shall give the code official authority to seek restitution from the required bond.

3. **Foundation of Razed Building.** Whenever a building has been razed, the foundation thereof, if any, shall be leveled to at least one foot (1') below grade and filled in with ninety-five percent (95%) noncombustible fill material with the top two feet (2') of fill material being of dirt or sand. No combustible material may be placed in said foundation.

4. **Site Grading.** Whenever a building has been razed, the site shall be graded with a minimum of three inches (3") of topsoil, with seed and mulch or sod applied to cover the entire disturbed area.

5. **Driveway Approaches.** All driveway approaches shall be replaced with curb and gutter and any damaged curb or sidewalk shall be replaced. See City of Kenosha, Public Works Department, for construction standards.

6. **Disposal of Debris.** The permit holder shall dispose of all building debris in a licensed landfill, except for salvaged materials. At any time, the license holder shall provide to the code official receipts and/or an itemized list of debris disposed of by dumping or salvage.

7. **Site Safety and Security.** The permit holder shall, during the razing process, maintain the razing site in a safe and secure condition, and the license holder shall promptly report any personal injury and property damage to the code official. The code official may require additional safety and security methods, including fencing and gating, as deemed necessary to protect the site and restrict access to the public.

Other Information:

Subsurface tanks or pits that are no longer used as a private sewage system shall be abandoned by complying with ALL of the following:

- Disconnecting all piping to tanks or pits
- Sealing all disconnected piping in accordance with Section COMM 82.21 (2) (h)
- Pumping and disposing of contents from all tanks and pits
- Removing all tanks removing covers of tanks or pits, and filling with soil, gravel, or inert solid material
- The site shall be graded with a minimum of three inches (3") of black dirt
- The site shall be seeded and mulched (or sodded) over the entire area that has been disturbed

Inspection Approvals Required:

1. From the Department of Neighborhood Services and Inspections at 262.653.4263:
   - Sewer and water abandonment (prior to commencement of razing of structure)
   - Storm sewer abandonment (prior to commencement of razing of structure) unless otherwise approved by the Department of Public Works
   - Septic system/tank abandonment (prior to commencement of razing of structure)
   - Foundation (after breaking walls down and prior to backfilling)
   - Final inspection (after grading, seeding and mulching, or sodding is completed)

2. From the Kenosha Water Utility at 262.653.4300:
   - Well abandonment (prior to covering)

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State Licensing Requirements for Contractors:

Note to Contractors of One- or Two-family Dwellings:

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

1) Dwelling Contractor Number: _____

   Signature of Designee: _____

   Print Name:_____

2) Dwelling Qualifier Number: _____

   Dwelling Qualifier Licensee Signature:_____

   Print Name:_____

Note to Contractors of Multi-family Dwellings or Commercial Projects:

Any 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:_____

Note to Property Owners:

If the owner of the property is listed as the 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.

For the **Notification of Demolition and/or Renovation Form and Application for Permit Exemption (forms 4500-113)** from the State of Wisconsin, Department of Natural Resources, please see the following website:

http://dnr.wi.gov/air/compenf/asbestos/index.htm