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 TWO-FAMILY NEW BUILDING PERMIT**

Owner: _____

Subdivision Name and/or Lot No. _____

I understand that this submittal for construction permits will be reviewed for correctness and accuracy, and the review will take approximately ten (10) working days. I will be notified by mail when my permits are ready to be issued. I also understand that should any of the attached submittals be incomplete, I will be contacted to pick up the entire submittal, make any corrections, and return the entire package for review.

In the event that I am contacted to pick up the submittal, and do not do so, the project will be considered abandoned and all previously submitted information will be discarded.

Signature:_____ Date: _____ Phone #:_____

***

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

_____ Two-family permit application
_____ Kenosha Water Utility Fees permit application
_____ Occupancy Residential permit application
_____ Park Impact Fee application
_____ Erosion Control Residential permit application
_____ Exterior Sewer/Water Lateral permit application (signed by a Wisconsin-licensed Plumber/Utility Contractor)
_____ Plumbing permit application (signed by a Wisconsin-licensed Master Plumber)
_____ Electrical permit application (signed by a Wisconsin-licensed Master Electrician)
_____ HVAC permit application (signed by an individual that possesses a City of Kenosha HVAC license **OR** a State of Wisconsin HVAC Qualifier license)
_____ Signed driveway/sidewalk form
_____ Exterior Building Variation Agreement
_____ Certificate of Compliance for zoning districts RS3, RG1, RG2
**or**
Certificate of Compliance for zoning districts RR1, RR2, RR3, RS1, RS2, RD
_____ Two (2) complete sets of heat-loss calculations
_____ Three (3) certified surveys
_____ Copy of City-approved drainage plan for this lot (available from Public Works Department, Room 305)
_____ Proposed lot grading plan checklist
_____ Two (2) erosion control drawings
_____ Three (3) complete sets of blueprints
_____ One (1) additional set of blueprints (size 8 1/2" x 11" or 11" x 17")
_____ Cautionary Statement (required if the property owner is listed as the contractor); **OR** State Licensing (required if a contractor is listed)

_____ Tree permit if lot is over 20,000 square feet in area

*Sidewalks and driveway approaches shall be installed **prior** to occupancy of premises.*
*In winter months a performance bond or escrow shall be submitted to the Public Works Department prior to occupancy.*

**INFILL LOT INFORMATION:**
Will construction take place on a vacant parcel located in a built-up area? Yes_____ No_____

If YES, before submitting this application packet to Neighborhood Services and Inspections:
- Engineering Division, Public Works Department, Room 305, must sign off on one survey regarding drainage.
- Engineering Division, Public Works Department must attach an address assignment form to this packet.
- Request a Sanitary Sewer and Water Laterals Agreement.

**Note:**
- All documents must be legible or will be returned.
- You will be notified when your permits are ready; please do not submit payment with permit applications.

**Office Use Only:**

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# APPLICATION FOR TWO-FAMILY NEW BUILDING PERMIT

Project Address _____ Lot #_____

Owner _____ *Contractor _____

Mailing Address _____ Mailing Address _____

City _____ State_____ Zip_____ City _____ State_____ Zip_____

Phone (_____)_____ Phone (_____)_____

Contractor e-mail_____

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

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

Heat Loss: Conductive Losses_____ Infiltration Losses_____

Lot_____ Block_____ Construction Type: Manufactured_____ Site Built_____

Setbacks:
Front _____ Rear _____ Left _____ Right _____

Basement Area _____ Living Area _____ Garage Area _____

Elec:_____amp Underground_____ Overhead_____ Type of Foundation_____

HVAC: gfa_____ elec._____ A/C: Yes_____ No_____ Water Heat: gas_____ elec._____

**Office Use Only:** Plan File #_____ Zoning _____

Municipality #: 30-241 State Seal #: _____ Certified Inspector #: _____

**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 | $ 180.00 Ea. | _____ |
| NEW 1&2 FAMILY STRUCTURAL | $ .50 Per Sq. Ft. | _____ |
| WISCONSIN BUILDING SEAL | $ 42.00 Per Seal | _____ |

**CITY OF KENOSHA**
**DEPARTMENT OF NEIGHBORHOOD SERVICES AND INSPECTIONS**

## Future One- and Two-family Property Owners and City of Kenosha Contractors

Property owners intending to occupy a newly constructed one- or two-family dwelling prior to having the private driveway, landscaping, and/or public sidewalks and driveway approach installed, shall agree to perform said installations in accordance with the following standards. Please read carefully and sign below.

### DRIVEWAY INSTALLATION
**(Code of General Ordinances - Section 9.24 C)**

All residential properties developed after June 1, 1994, require a paved driveway apron (the portion of the driveway on private property) installed within six (6) months of occupancy. Driveway aprons shall consist of a minimum of four-inch (4") bituminous concrete or asphalt.

### SIDEWALK/DRIVEWAY APPROACH INSTALLATION
**(Code of General Ordinances - Section 5.05 C)**

All residential properties occupied between May 1, and September 15, require installation of public sidewalks and a driveway approach (the portion of the driveway between the sidewalk and street) prior to occupancy. This requirement shall apply only to properties adjacent to right-of-way's improved with curb and gutter.

For properties to be occupied between September 16, and April 30, with improvements yet to be completed, the property owner shall furnish a performance bond, irrevocable letter of credit, or escrow of money to the Public Works Department prior to receiving an occupancy permit.

### YARD AREAS
**(Code of General Ordinances - Section 33.10)**

**All properties occupied between May 1, and September 15, shall require the following at the time of the request for final erosion control approval prior to occupancy:**

- Soil or dirt piles shall be removed from the site
- Yard installation shall be complete
  **or**
  Yard shall be stabilized with non-channel erosion control matting or another approved Best Management Practice (BMP)
- Submittal of an “Erosion Control Final Inspection Checklist”
- Submittal of a “Final Grading As-built Checklist”
- Submittal of a final “as-built” survey of the property

**All properties occupied between September 16, and April 30, shall require the following:**

- Soil or dirt stockpiles shall be removed from the site
- Yard area shall be stabilized with non-channel erosion control matting or another approved Best Management Practice (BMP)
- Final yard installation shall occur no later than June 16, of the following year
- A final “as-built” survey of the property shall be submitted upon yard completion
- A “Final Grading As-built Checklist” shall be submitted upon yard completion

**Note:** If final as-built elevations do not match the elevations on the approved building permit survey, the inspection shall fail and occupancy approval shall be withheld until the lot is graded to meet the City-approved grading and drainage plan.

**Please sign and return to the Department of Neighborhood Services and Inspections**

**Endorsement of this document** validates a commitment from the property owner that installation of the above-noted improvements will be completed within the timeframe allowed, and the manner provided by ordinance standards.

_____
(Signature of Owner/Agent) (Subdivision)

_____
(Date) (Lot#/Address)

# Exterior Building Variation Agreement

**In accordance with Section 9.10 of the Code of General Ordinances**
**Kenosha, Wisconsin**

The exterior construction of the proposed one- or two-family residential dwelling to be located at _____ in the City of Kenosha is required to be varied from the residential units presently located on:

1. Lots which share a common side lot line and front upon the same street, including cul-de-sacs.

2. Corner lots and the adjacent lots facing the intersecting street.

3. Lots along the same street and facing each other where at least ten feet (10') of frontage is directly opposite the other lot(s), including cul-de-sacs.

The exterior building variation shall be deemed varied when the street-side view(s) is different with regard to one or more of the following **(circle at least one):**

1. Facade width and symmetry.

2. Roof-wall proportions.

3. The total number, type, or symmetrical location of doors, windows, or architectural properties; i.e., fixed window boxes, porches, dormers and the exterior building finish; i.e., horizontal banding, vertical banding, diagonal banding, brick, stone, and stucco.

**The undersigned hereby agrees to fully comply with the requirements of Section 9.10 of the Code of General Ordinances 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.**

Applicant _____ Date _____

Address _____ Phone _____

# City of Kenosha
# New One- or Two-family Building
# Proposed Lot Grading Plan Checklist

This form must be completed, signed and certified by the certified surveyor, and submitted along with the property survey at the time of building permit application.

Address_____Subdivision_____ Lot #_____

Property Owner_____

Proposed elevations shall be within a one inch (1") tolerance level from the City approved elevations.

## LOT GRADING

| *Property Lines* | *City Approved Elevation* | *Proposed Elevation* | *Difference (+/-)* |
|---|---|---|---|
| Front | | | |
| Left Side | | | |
| Right Side | | | |
| Rear | | | |
| Top of Foundation | | | |
| Yard Grade | | | |

## PROPOSED BUILDING SETBACKS

| *Property Lines* | *City Approved Elevation* | *As Built Elevation* | *Difference (+/-)* |
|---|---|---|---|
| Front | | | |
| Left | | | |
| Right | | | |
| Rear | | | |

*Note: This document is not valid unless it contains the surveyor signature and registration number*

**Surveyor**_____ **Registration #**_____ **Date**_____

APPL/SFNB – 7/29/10

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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(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:_____

## 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.