



APPLICATION FOR VACANT BUILDING PERMIT COVER SHEET

Instructions & Procedures for Submitting a Vacant Building Permit Application

1. Complete and submit the attached Vacant Building Permit application and non-refundable fee (\$100.00 for residential properties and \$360.00 for commercial properties)
2. The Vacant Building Permit will be issued over the counter upon receipt of a completed Vacant Building Permit application and fee. The Permit shall be finalized upon completion of the following:
 - ◆ Schedule an inspection of the property within thirty (30) days of the application. If an inspection is not conducted within thirty (30) days, follow-up and enforcement will be conducted according to the Department's Policies and Procedures; and, an inspection warrant will be obtained to perform a complete exterior inspection and safety inspection of the interior of the property.
 - ◆ Repair all interior safety violations and correct all noted exterior code violations (weather permitting) per the time frame provided in the Order to Repair and maintain the exterior of the building per Section 16 of the Code of General Ordinances.
3. A yearly renewal of your Vacant Building Permit with applicable fee is required within thirty (30) days of the permit expiration and property inspection.

NOTE: Additional requirements of Chapter 28 of the Code of General Ordinances for the City of Kenosha can be found in its entirety at www.kenosha.org



FOR OFFICE USE ONLY

Date _____
 Permit # _____
 Needs Approval _____
 IP _____
 Fee'd _____

APPLICATION FOR VACANT BUILDING PERMIT
Form #DCI154 (rev. 02/20)

This document must be legible or will be returned.

Building Address _____

SECTION 1 – OWNERSHIP:

Ownership Type (Check one):

- Individual Marital Property Partnership **(Fill out Section 2A)**
-
- Corporation Limited Partnership Limited Liability Company Limited Liability Partnership
 Unincorporated Nonprofit Association **(Fill out Section 2B)**
-
- Estate Trust **(Fill out Section 2C)**

SECTION 2 – OWNERSHIP INFORMATION – Fill out appropriate section:

SECTION 2 A – Individual Owner, Marital Property, Partnership:

Owner 1:

First Name _____ MI _____
 Last Name _____
 Street Address _____
 City _____ Zip _____
 Home Phone (_____) _____
 Business Phone(_____) _____
 Email Address _____
 Date of Birth: ____/____/____
 Month / Day / Year
 Driver's License # _____

Owner 2:

First Name _____ MI _____
 Last Name _____
 Street Address _____
 City _____ Zip _____
 Home Phone (_____) _____
 Business Phone(_____) _____
 Email Address _____
 Date of Birth: ____/____/____
 Month / Day / Year
 Driver's License # _____

(ADDITIONAL OWNERS SHOULD BE LISTED ON A SEPARATE SHEET OF PAPER WITH THEIR DATES OF BIRTH, ADDRESSES, PHONE NUMBERS, AND DRIVERS' LICENSE NUMBERS)

Building Manager:

First Name _____ MI _____ Last Name _____
 Street Address _____ City _____ State _____ Zip _____
 Home Phone # (_____) _____ Cell Phone # (_____) _____
Business Phone # (_____) _____

SECTION 2 B – Corporations, Limited Partnerships, Limited Liability Companies, Limited Liability Partnerships, Unincorporated Nonprofit Associations:

Name of Corporation, LP, LLC, LLP, Unincorp. Nonprofit Assoc. _____ Wisc. Dept. of Financial Institutions Entity I.D. # _____

Business Phone # (_____) _____

Registered Agent:

First Name _____ MI _____ Last Name _____

Street Address _____ City _____ State _____ Zip _____
(Address as recorded with the State file)

Phone (_____) _____

Building Manager:

First Name _____ MI _____ Last Name _____

Street Address _____ City _____ State _____ Zip _____

Home Phone # (_____) _____ Cell Phone# (_____) _____

Business Phone # (_____) _____

SECTION 2 C – Estates or Trusts (All additional trustees shall be listed on a separate sheet.)

Name of Estate, Trust, or Other _____ Phone (_____) _____

First Name _____ MI _____ Last Name _____
(of Trustee or Personal Representative)

Street Address _____ City _____ State _____ Zip _____

Building Manager:

Company Name (if applicable) _____

First Name _____ MI _____ Last Name _____

Street Address _____ City _____ State _____ Zip _____

Home Phone # (_____) _____ Cell Phone # (_____) _____

Business Phone # (_____) _____ (Direct Line)

(ADDITIONAL TRUSTEES OR PERSONAL REPRESENTATIVES AND ALL INFORMATION AS REQUIRED IN SECTION 2C SHOULD BE LISTED ON A SEPARATE SHEET OF PAPER)

SECTION 3 – BUILDING DISPOSITION:

Disposition of this building (please check one):

- I plan to rehabilitate this building commencing: _____
- I plan to demolish (wreck and remove) this building by: _____
- I plan to rent this building by: _____
- I plan to sell this building by: _____
- Other: _____

SECTION 4 – GENERAL PROPERTY MAINTENANCE REQUIREMENTS:

- Property maintained in orderly and sanitary state (i.e., free from debris)
- Lawn maintained at a maximum height of eight inches (8”) and free from weeds
- Public sidewalk free from snow (within 24 hours of snowfall)
- All buildings maintained and secured
- Property maintained to be free from graffiti and vandalism (remediated in a timely manner)

SECTION 5 – SIGNATURES:

The undersigned hereby attests to the above information being an accurate record of ownership and management of the affected building and acknowledges that the building has remained vacant for 180 consecutive days; and, that he or she is aware of the requirements of Chapter 28 of the Code of General Ordinances for the City of Kenosha, which can be found in its entirety at www.kenosha.org).

Owner 1 Signature _____ Date _____

Please Print Name _____

Owner 2 Signature _____ Date _____

Please Print Name _____

Title (of the person authorized to sign, if signing in other than your individual capacity)

Office use only:

The City of Kenosha charges a fee of \$360.00 for commercial properties and \$100.00 for residential properties to cover the administrative and inspection costs of the permit

Permit fee: \$ _____

Please complete and return this form to:

City of Kenosha
Department of City Inspections
625 52nd Street, Room 100, Kenosha WI 53140