



APPLICATION FOR  
RESIDENTIAL NEW BUILDING  
COVER SHEET

Please check one:  Single-family New Building  Two-family New Building

Subdivision Name: \_\_\_\_\_ Lot Number: \_\_\_\_\_

Address: \_\_\_\_\_

**Checklist for Residential New Building Permit (Please complete and submit the following items together):**

- Residential New Building permit application
- Cautionary Statement (required if the property owner is listed as the general contractor)
- Kenosha Water Utility Fees permit application
- Occupancy Residential permit application
- Park Impact Fee application
- Erosion Control Residential permit application (signed by property owner). Note: Please contact Soil Erosion Specialist at 262.653.4247 with questions)
- Exterior Sewer/Water Lateral permit application (signed by a Wisconsin-licensed Plumber/Utility Contractor)
- Residential Plumbing permit application (signed by a Wisconsin-licensed Master Plumber)
- Residential Electrical permit application (signed by a Wisconsin-licensed Master Electrician)
- Residential HVAC permit application (signed by an individual that possesses a City of Kenosha HVAC license **OR** a State of Wisconsin HVAC Qualifier license)
- Fireplace permit application (if applicable) – proper licensing required as listed on application
- Porch/Deck permit application
  - A porch/deck permit **is** required when constructing a deck on a new house. If the application is submitted with this permit packet, the Building Plan Review and Zoning Plan Review fees will only be assessed on the new building permit.
  - A porch/deck permit is **not** required when constructing a porch (open or closed) on a new house, as long as its roof is in continuation of the roofline with the new house, and it shows on the building plans.
- Signed Driveway/Sidewalk/Yard form
- Exterior Building Variation Agreement
- Two (2) complete sets of heat-loss calculations
- Certificate of Compliance for zoning districts RS3, RG1, RG2  
**or:** Certificate of Compliance for zoning districts RR1, RR2, RR3, RS1, RS2, RD  
**or:** Community Development & Inspections, Rm 308, sign-off on survey for zoning districts TRD1 or TRD2
- Copy of City-approved drainage plan for this lot (Please contact Public Works, Room 305, to request a copy of this information. Phone: 262.4050; email: publicworks@kenosha.org)
- Proposed Lot Grading Plan Checklist
- Building Construction Footing Certification

**Checklist continued on next page.**

**Checklist for Residential New Building (continued):**

- \_\_\_\_\_ Three (3) certified surveys
- \_\_\_\_\_ Two (2) certified surveys with erosion control measures shown and proposed elevations shown every twenty-five feet (25') along each property line
- \_\_\_\_\_ Three (3) sets of plans (full size), drawn at 1/4" scale
- \_\_\_\_\_ One (1) set of plans (size 8 1/2" x 11" or 11" x 17"), drawn at 1/4" scale
- \_\_\_\_\_ Copy of Approach and Sidewalk permits (obtained from Public Works, Room 305)
- \_\_\_\_\_ Copy of Tree permit (required if lot is over 20,000 sq. ft. in area - obtained from Public Works, Room 305)

**FOR INFILL LOTS:**

Will construction take place on a vacant parcel located in a built-up area? Yes\_\_\_\_\_ No\_\_\_\_\_

If YES, before submitting this application packet to Community Development and Inspections, Room 100:

- \_\_\_\_\_ 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 from CD&I, Room 100.

**Please Note:**

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

***If at any time during or after the approval process you determine that you will not 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 charge against the real estate upon which the service was performed.***

*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 contained herein is accurate. If one acre or more of soil will be disturbed, I understand that this project is subject to Ch. NR 151 regarding additional erosion control and stormwater management, and the property owner shall sign the attached Cautionary Statement. 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\_\_\_\_\_

Please Print Name\_\_\_\_\_

Date: \_\_\_\_\_

Property Owner (Please Print Name) \_\_\_\_\_



FOR OFFICE USE ONLY	
Date	_____
Permit #	_____
Needs Approval	_____
IP	_____
Fee'd	_____

**APPLICATION FOR RESIDENTIAL NEW BUILDING PERMIT**  
**Form #DCI131 (rev. 01/20)**

**You will be notified when your permits are ready; please do not submit payment with permit applications.**

Project Address \_\_\_\_\_ Lot # \_\_\_\_\_ Subdivision \_\_\_\_\_  
 Parcel #: \_\_\_\_\_  
 Property Owner \_\_\_\_\_ Contractor \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ Mailing Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone (\_\_\_\_\_) \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_  
 Property Owner e-mail \_\_\_\_\_ Contractor e-mail \_\_\_\_\_

➔ **Estimated cost** (excluding plumbing, electric, and HVAC) \_\_\_\_\_

**Heat Loss:** Conductive Losses \_\_\_\_\_ Infiltration Losses \_\_\_\_\_

Lot \_\_\_\_\_ Block \_\_\_\_\_ Construction Type: Manufactured \_\_\_\_\_ Site Built \_\_\_\_\_

Setbacks: Front \_\_\_\_\_ Rear \_\_\_\_\_ Left \_\_\_\_\_ Right \_\_\_\_\_ Height of Building \_\_\_\_\_

**Square Footage of:**

Living Area \_\_\_\_\_ + Finished Basement Area \_\_\_\_\_ = Total Square Footage \_\_\_\_\_

Unfinished Basement Area: \_\_\_\_\_ Garage Area \_\_\_\_\_

Elec: \_\_\_\_\_ amp Underground \_\_\_\_\_ Overhead \_\_\_\_\_ Type of Foundation \_\_\_\_\_ Foundation Hgt. \_\_\_\_\_

HVAC: gfa \_\_\_\_\_ elec. \_\_\_\_\_ A/C: Yes \_\_\_\_\_ No \_\_\_\_\_ Water Heat: gas \_\_\_\_\_ elec. \_\_\_\_\_

<b>This Box for Office Use Only:</b>	Zoning _____	Zoning Review/Approval _____
Municipality #: <u>30-241</u>	State Seal # _____	Certified Inspector # _____

**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 Certification number \_\_\_\_\_  
 2) Dwelling Contractor Qualifier Certification number \_\_\_\_\_  
**Licenses are available through the Department of Safety & Professional Services (DSPS) at [dspd.wi.gov](http://dspd.wi.gov)**

**\*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.

**Dwelling Contractor Qualifier Licensee signature:** \_\_\_\_\_  
**Please Print name:** \_\_\_\_\_

DESCRIPTION	FEE	QUANTITY
PLAN REVIEW - Residential	\$ 180.00 Ea.	_____
NEW 1&2 FAMILY STRUCTURAL	\$ .50 Per Sq. Ft.	_____
WISCONSIN BUILDING SEAL	\$ 42.00 Per Seal	_____
ZONING PLAN REVIEW	\$ 60.00	_____

**If work is started without first obtaining a permit, a penalty fee will be charged in accordance with Chapter 9.07C of the Code of General Ordinances**

## 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 BUILDINGS BUILT BEFORE 1978

If this project is in a dwelling or child-occupied facility, built before 1978, then the requirements of Ch. DHS 163 requiring Lead-Safe Renovation Training and Certification apply. For details of how to be in compliance, go to <http://dhs.wisconsin.gov/lead/renovationrules.htm>.



I vouch that I am or will be an owner-occupant of this dwelling for which I am applying for an erosion control or construction permit (of a single-family or two-family dwelling) without a Dwelling Contractor Certification and have read this Cautionary Statement regarding contractor responsibility. (**Note:** This form is not required for general contractors of multi-family or commercial buildings).

Project Address: \_\_\_\_\_

Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_



**FOR OFFICE USE ONLY**

Date \_\_\_\_\_  
 Permit # \_\_\_\_\_  
 Needs Approval \_\_\_\_\_  
 IP \_\_\_\_\_  
 Fee'd \_\_\_\_\_

**APPLICATION FOR KENOSHA WATER UTILITY PERMIT\***  
**Form #DCI134 (rev 01/20)**

*\*The fees below are being collected on behalf of the Kenosha Water Utility. If you have any questions regarding these fees, please call the Kenosha Water Utility at 262.653.4300.*

Project Address \_\_\_\_\_ Lot # \_\_\_\_\_  
 Property Owner \_\_\_\_\_ Contractor \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ Mailing Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone (\_\_\_\_\_) \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_  
 Contractor e-mail \_\_\_\_\_  
 Zoning \_\_\_\_\_ Number of Meters \_\_\_\_\_  
 (office use only)

Use: Single-family \_\_\_\_\_  
 Two-family \_\_\_\_\_  
 Multi-family \_\_\_\_\_  
 Commercial \_\_\_\_\_  
 Institutional \_\_\_\_\_  
 Manufacturing \_\_\_\_\_

Indicate Meter Size(s) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

If multi-family, indicate number of units \_\_\_\_\_ Project Name \_\_\_\_\_

*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.*

**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

DESCRIPTION	FEE	QTY	DESCRIPTION	FEE	QTY
<b>TEMP WATER USAGE (nine-month usage period):</b>			<b>WATER METER FEE:</b>		
5/8"	\$ 274.75	_____	5/8" METER	\$ 3,281.00	_____
3/4"	\$ 274.75	_____	3/4" METER	\$ 3,281.00	_____
1"	\$ 328.93	_____	1" METER	\$ 8,204.00	_____
1 1/2"	\$ 428.02	_____	1 1/2" METER	\$ 16,407.00	_____
2"	\$ 526.66	_____	2" METER	\$ 26,252.00	_____
3"	\$ 842.20	_____	3" METER	\$ 49,222.00	_____
4"	\$1,076.74	_____	4" METER	\$ 82,037.00	_____
6"	\$1,491.28	_____	6" METER	\$ 164,074.00	_____
8"	\$1,977.82	_____	8" METER	\$ 262,518.00	_____
10"	\$2,464.36	_____	10" METER	\$ 393,777.00	_____
12"	\$3,130.90	_____			

*For Office Use Only*  
 ADJUSTED FEE  
 – Strawberry Creek/Heritage Heights \_\_\_\_\_



FOR OFFICE USE ONLY	
Date	_____
Permit #	_____
Needs Approval	_____
IP	_____
Fee'd	_____

**APPLICATION FOR RESIDENTIAL OCCUPANCY PERMIT**  
**Form #DCI117 (rev 01/20)**

Project Address \_\_\_\_\_

Lot Number \_\_\_\_\_

Property Owner \_\_\_\_\_

Contractor \_\_\_\_\_

Mailing Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_

Zoning \_\_\_\_\_  
*(office use only)*

Intended Use \_\_\_\_\_

Additional Comments \_\_\_\_\_

DESCRIPTION	FEE	QUANTITY
One-family Occupancy	\$ 120.00	_____
Two-family Occupancy	\$ 120.00 ea. unit	_____
Multi-family Occupancy plus	\$ 180.00	_____
multi-family per unit fee	\$ 48.00 per unit	_____

**If building is occupied prior to the issuance of this permit, a penalty fee will be charged in accordance with Chapter 8.04F of the City of Kenosha Zoning Ordinance**

**If at any time during or after the approval process you determine that you will not 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 charge against the real estate upon which the service was performed.

**Applicant Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Please print name** \_\_\_\_\_



FOR OFFICE USE ONLY	
Date	_____
Permit #	_____
Needs Approval	_____
IP	_____
Fee'd	_____

**APPLICATION FOR PARK IMPACT FEES**  
**Form #DCI118 (rev 01/20)**

**NOTE: This Permit is not needed for Residential Permits for Strawberry Creek and Heritage Heights Subdivisions**

Project Address _____	Lot # _____
Property Owner _____	Contractor _____
Mailing Address _____	Mailing Address _____
City _____ State _____ Zip _____	City _____ State _____ Zip _____
Phone (_____) _____	Phone (_____) _____
	Contractor e-mail _____

Subdivision \_\_\_\_\_

Number of Units \_\_\_\_\_

DESCRIPTION	FEE	QTY	DESCRIPTION	FEE	QTY
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**FOR OFFICE USE ONLY:**

ONE- OR TWO-FAMILY

LAKEFRONT PARK DISTRICT	\$1,415.00	_____
ANDERSON PARK DISTRICT	\$1,415.00	_____
LINCOLN PARK DISTRICT	\$1,415.00	_____
WASHINGTON PARK DISTRICT	\$1,415.00	_____
POERIO PARK DISTRICT	\$1,415.00	_____
ST. PETERS PARK DISTRICT	\$1,415.00	_____
NASH PARK DISTRICT	\$1,415.00	_____
WEST PARK DISTRICT	\$1,415.00	_____

MULTI-FAMILY

LAKEFRONT PARK DISTRICT	\$1,205.00	_____
ANDERSON PARK DISTRICT	\$1,205.00	_____
LINCOLN PARK DISTRICT	\$1,205.00	_____
WASHINGTON PARK DISTRICT	\$1,205.00	_____
POERIO PARK DISTRICT	\$1,205.00	_____
ST. PETERS PARK DISTRICT	\$1,205.00	_____
NASH PARK DISTRICT	\$1,205.00	_____
WEST PARK DISTRICT	\$1,205.00	_____

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



FOR OFFICE USE ONLY	
Date	_____
Permit #	_____
Needs Approval	_____
IP	_____
Fee'd	_____

**APPLICATION FOR EROSION CONTROL PERMIT (RESIDENTIAL)**  
**Form #DCI132 (rev 01/20)**

**IMPORTANT: After erosion control measures are installed according to the approved plan, you are required to call the Soil Erosion Specialist at 262.653.4247 to schedule an inspection.**

Project Address _____	Lot # (for new buildings) _____
Property Owner _____	Contractor _____
Mailing Address _____	Mailing Address _____
City _____ State _____ Zip _____	City _____ State _____ Zip _____
Phone (_____) _____	Phone (_____) _____
Property Owner E-mail Address _____	Contractor E-mail Address _____

Project Contact Person _____
Phone (_____) _____ E-mail _____

Total Area to Be Disturbed (square feet) \_\_\_\_\_

Description of Land Disturbing Activity: Excavating: Cubic Yards \_\_\_\_\_ OR Filling: Cubic Yards \_\_\_\_\_

Trenching: Linear Feet \_\_\_\_\_ Grading or Site Stripping: Square Feet \_\_\_\_\_

Anticipated Completion Date: \_\_\_\_\_

DESCRIPTION	FEE	QUANTITY
PLAN REVIEW - Residential	\$ 100.00	_____
BASE FEE	\$ 200.00	_____

**If work is started without first obtaining a permit, a penalty fee will be charged in accordance with Chapter 9.07C of the Code of General Ordinances**



**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.

*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.*

→ **Property Owner's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Please Print Name** \_\_\_\_\_





**FOR OFFICE USE ONLY**

Date \_\_\_\_\_  
 Permit # \_\_\_\_\_  
 Needs Approval \_\_\_\_\_  
 IP \_\_\_\_\_  
 Fee'd \_\_\_\_\_

**APPLICATION FOR EXTERIOR SEWER & WATER PERMIT**  
**Form #DCI109 (rev. 02/20)**

Project Address \_\_\_\_\_ Lot # (for new construction) \_\_\_\_\_  
 Property Owner \_\_\_\_\_ Contractor \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ Mailing Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone (\_\_\_\_\_) \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_  
**➔ Estimated Cost** \_\_\_\_\_ Contractor e-mail \_\_\_\_\_

Project Name (if commercial property) \_\_\_\_\_  
 Description of Work / Comments \_\_\_\_\_

CHECK ONE: Commercial \_\_\_\_\_ Residential \_\_\_\_\_ Multi-family \_\_\_\_\_

CHECK ONE: New Building \_\_\_\_\_ Existing \_\_\_\_\_

Will you be doing any excavation in the Public Right-of-Way (ROW)?  
 The ROW includes the area from the inside edge of the sidewalk to the street.  
 Yes \_\_\_\_\_ No \_\_\_\_\_  
**IF YES, A STREET OPENING PERMIT IS REQUIRED FROM PUBLIC WORKS, ROOM 305.**  
**PRIOR TO SUBMISSION OF THIS APPLICATION**

*If at any time during or after the approval process you determine that you will not 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 charge against the real estate upon which the service was performed.*

**CONTRACTOR MUST CALL THE MAIN OFFICE AT 262.653.4263 TO SCHEDULE AN INSPECTION.**

DESCRIPTION	FEE	QUANTITY
EXT. SEWER LATERAL	\$ 60.00 Ea.	_____
EXT. WATER LATERAL	\$ 60.00 Ea.	_____
STORM SEWER LATERAL	\$ 60.00 Ea.	_____
CATCH BASIN	\$ 24.00 Ea.	_____
SAMPLING MANHOLE	\$ 11.00 Ea.	_____
<b><u>Private Interceptor Mains Commercial:</u></b>		
PRIVATE INTERCEPTOR WATER	\$ .50 Per Lin. Ft.	_____
PRIVATE INTERCEPTOR SEWER	\$ .50 Per Lin. Ft.	_____
PRIVATE INTERCEPTOR STORM	\$ .50 Per Lin. Ft.	_____

***If work is started without first obtaining a permit, a penalty fee will be charged in accordance with Chapter 9.07C of the Code of General Ordinances***

1) Wisconsin License number: \_\_\_\_\_

**Licenses are available through the Department of Safety & Professional Services (DSPS) at: [dspd.wi.gov](http://dspd.wi.gov)**

*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.*

**Licensee's Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Please Print Name** \_\_\_\_\_



<b>FOR OFFICE USE ONLY</b>	
Date	_____
Permit #	_____
Needs Approval	_____
IP	_____
Fee'd	_____

**APPLICATION FOR RESIDENTIAL PLUMBING PERMIT**  
**Form #DCI127 (rev. 01/20)**

Project Address _____	Lot # (for new buildings) _____
Owner Name _____	Contractor _____
Mailing Address _____	Mailing Address _____
City _____ State _____ Zip _____	City _____ State _____ Zip _____
Phone (_____) _____	Phone (_____) _____
	Contractor e-mail _____

➔ **Estimated Cost:** \_\_\_\_\_

Description of Work / Comments \_\_\_\_\_

CHECK ONE: One-family \_\_\_\_ Two-family \_\_\_\_ CHECK ONE: New Building \_\_\_\_ Existing \_\_\_\_

*If at any time during or after the approval process you determine that you will not 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 charge against the real estate upon which the service was performed.*

**IT IS THE PLUMBING CONTRACOR'S RESPONSIBILITY TO CALL FOR ALL INSPECTIONS.**

DESCRIPTION	FEE	QUANTITY
NEW 1&2 FAMILY PLUMBING	\$ 180.00 Per Dwelling	_____
PER FIXTURE	\$ 11.00 Ea.	_____
ROOF DRAIN	\$ 11.00 Ea.	_____
CATCH BASIN/MANHOLES	\$ 24.00 Ea.	_____
BACKFLOW PREVENTER	\$ 11.00 Ea.	_____
SANITARY EJECTOR	\$ 11.00 Ea.	_____
SUMP PUMP	\$ 11.00 Ea.	_____
GAS OPENING	\$ 11.00 Ea.	_____
INTERIOR SEWER	\$ 30.00 Ea.	_____
WATER HEATER	\$ 18.00 Ea.	_____
CIRCULATION PUMP	\$ 11.00 Ea.	_____
MINI VENT	\$ 36.00 Ea.	_____
MISCELLANEOUS	\$ 12.00 Ea.	_____
MINIMUM RESIDENTIAL PLUMBING	\$ 60.00 Ea.	_____

**If work is started without first obtaining a permit, a penalty fee will be charged in accordance with Chapter 9.07C of the Code of General Ordinances**

<p><b>Any contractor that performs plumbing work must possess the following license:</b></p> <p>1) Wisconsin Master Plumber's License number: _____</p> <p><b>Licenses are available through the Department of Safety &amp; Professional Services (DSPS) at: <a href="http://dsps.wi.gov">dsps.wi.gov</a></b></p>
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*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 above 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.*

**Master Plumber's Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Please Print Name:** \_\_\_\_\_



<b>FOR OFFICE USE ONLY</b>	
Date	_____
Permit #	_____
Needs Approval	_____
IP	_____
Fee'd	_____

**APPLICATION FOR RESIDENTIAL ELECTRIC PERMIT**  
**Form #DCI125 (rev. 01/20)**

Project Address _____	Lot # (for new buildings) _____
Property Owner _____	Contractor _____
Mailing Address _____	Mailing Address _____
City _____ State _____ Zip _____	City _____ State _____ Zip _____
Phone (_____) _____	Phone (_____) _____
→ <b>Estimated Cost:</b> _____	Contractor e-mail _____

Description of Work: \_\_\_\_\_

If new service, indicate size \_\_\_\_\_ CHECK ONE: Overhead \_\_\_\_\_ Underground \_\_\_\_\_

City needs to notify WE Energies: Yes \_\_\_ No \_\_\_ CHECK ONE: New Building \_\_\_\_\_ Existing \_\_\_\_\_

CHECK ONE: One-family \_\_\_ Two-family \_\_\_ **Note:** Service upgrades for two-family units require a Zoning approval. You will be notified after approval; please do not submit payment with permit application.  
 Zoning \_\_\_\_\_ Zoning Review/Approval \_\_\_\_\_

*If at any time during or after the approval process you determine that you will not 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 charge against the real estate upon which the service was performed.*

**ALL ELECTRICAL INSPECTIONS MUST BE CALLED IN BY THE ELECTRICAL CONTRACTOR.**

DESCRIPTION	FEE	QUANTITY
NEW 1&2 FAMILY - 100 Amp Service	\$ 180.00 Per Dwelling	_____
NEW 1&2 FAMILY - 200 Amp Service	\$ 210.00 Per Dwelling	_____
REHAB/REMODEL – ENTIRE HOME	\$ 180.00	_____
WIRING EXTENSION - (Additions, Basements, Garages)	\$ 60.00 Ea.	_____
SERVICE UPGRADE or PANEL CHANGE	\$ 90.00 Ea. Unit	_____
SERVICE RE-CONNECT	\$ 60.00	_____
INSTALL SOLAR SYSTEM	\$ 90.00	_____
MISCELLANEOUS - (Furnaces, A/C, Garbage Disposals, Appliances, etc.)	\$ 6.00 Ea.	_____
MINIMUM RESIDENTIAL FEE	\$ 60.00	_____
ZONING PLAN REVIEW (for two-family upgrades)	\$ 60.00	_____

**If work is started without first obtaining a permit, a penalty fee will be charged in accordance with Chapter 9.07C of the Code of General Ordinances**

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

1) Wisconsin Master Electrician's License number \_\_\_\_\_

2) Wisconsin Electrical Contractor License number \_\_\_\_\_

**Licenses are available through the Department of Safety & Professional Services (DSPS) at: [dsps.wi.gov](http://dsps.wi.gov)**

*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.*

**Master Electrician's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Please Print Name** \_\_\_\_\_



FOR OFFICE USE ONLY	
Date	_____
Permit #	_____
Needs Approval	_____
IP	_____
Fee'd	_____

**APPLICATION FOR RESIDENTIAL HVAC PERMIT\***  
**Form #DCI126 (rev 02/20)**

**\*For One- and Two-family**

Project Address _____	Lot # (for new construction) _____
Property Owner _____	Contractor _____
Mailing Address _____	Mailing Address _____
City _____ State _____ Zip _____	City _____ State _____ Zip _____
Phone (_____) _____	Phone (_____) _____
→ <b>Estimated Cost</b> _____	Contractor e-mail: _____

Description of Work \_\_\_\_\_

CHECK ONE: One-family \_\_\_\_\_ Two-family \_\_\_\_\_ CHECK ONE: New Building \_\_\_\_\_ Existing \_\_\_\_\_

**Note:** No air conditioning units shall be installed in front of the building.

**If at any time during or after the approval process, 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 charge against the real estate upon which the service was performed.**

**IT IS THE HVAC CONTRACTOR'S RESPONSIBILITY TO CALL FOR ALL INSPECTIONS**

DESCRIPTION	FEE	QUANTITY
NEW 1&2 FAMILY HVAC	\$ 180.00 Per Dwelling	_____
FURNACE UP TO 200,000 BTU	\$ 30.00 Ea.	_____
FURNACE WITH A/C	\$ 42.00 Per Unit	_____
VENTILATION FAN	\$ 14.00 Ea.	_____
AIR COND./UP TO 5 TONS	\$ 4.80 Per Ton	_____
FIREPLACE	\$ 36.00 Ea.	_____
MISCELLANEOUS	\$ 14.00 Ea.	_____
MINIMUM RESIDENTIAL	\$ 60.00 Ea.	_____

**If work is started without first obtaining a permit, a penalty fee will be charged in accordance with Chapter 9.07C of the Code of General Ordinances**

<p><b><u>Contractors of HVAC Projects must possess the following two licenses:</u></b></p> <p>1) Wisconsin HVAC Qualifier Certification number _____  <b>OR</b> City of Kenosha HVAC License number* _____</p> <p>2) Wisconsin HVAC Contractor Registration number: _____</p> <p><b>Licenses are available through the Department of Safety &amp; Professional Services (DSPS) at <a href="http://dspd.wi.gov">dspd.wi.gov</a></b></p>
--

*\*New City of Kenosha Licenses are no longer issued – if you do not currently possess a City License, you will need a State Qualifier Certification.*

*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.*

**Licensee's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_  
**Please Print Name** \_\_\_\_\_



FOR OFFICE USE ONLY	
Date	_____
Permit #	_____
Needs Approval	_____
IP	_____
Fee'd	_____

**APPLICATION FOR FIREPLACE PERMIT**  
**Form #DCI111 (rev. 01/20)**

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

**Please Note:** A copy of the Manufacturer's Installation Specifications of the fireplace must be on site.

Project Address \_\_\_\_\_ Lot # (for new construction) \_\_\_\_\_ Unit # \_\_\_\_\_

Property Owner \_\_\_\_\_ Contractor \_\_\_\_\_

Mailing Address \_\_\_\_\_ Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

Contractor e-mail \_\_\_\_\_

➔ **Estimated Cost** \_\_\_\_\_

License Number: \_\_\_\_\_  
 Fireplace Installer, Plumber, Pipe Fitter, or HVAC Contractor (for gas piping)

Description of Work/Comments: \_\_\_\_\_

**WARNING!** Proper bonding of gas piping and all other metallic systems is essential in reducing the risk of damage caused by lightning strikes. To decrease the possibility of lightning-related damage, all CSST systems must be bonded in accordance with NFPA 70 National Electrical Code (NEC) NFPA 54 National Fuel Gas Code (NFGC).

CHECK ONE: Single-family \_\_\_\_\_ Two-family \_\_\_\_\_ Multi-family \_\_\_\_\_

DESCRIPTION	FEE	QUANTITY
MINIMUM RESIDENTIAL	\$ 60.00 Ea.	_____
MINIMUM COMMERCIAL (Multi-family)	\$ 75.00 Ea.	_____

**If at any time during or after the approval process you determine that you will not 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 charge against the real estate upon which the service was performed.

*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.*

**Contractor's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Please Print Name** \_\_\_\_\_



**APPLICATION FOR  
PORCH/DECK  
COVER SHEET**

**Project Address** \_\_\_\_\_

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

1. \_\_\_\_\_ Porch/Deck permit application
2. \_\_\_\_\_ One (1) set of plans (for new construction), size 8 1/2" x 11" **or** 11" x 17", drawn at 1/4" scale. Plans must include a framing plan showing deck layout, post size and spacing, beam size and thickness, joist size and spacing, railing height, spindle spacing, and decking materials. Porch roofs must show header size and spacing, rafter size and spacing, and post size and spacing.

**Note:** For commercial projects, plans must be designed and stamped by an architect or designer.

3. \_\_\_\_\_ Cautionary Statement (required if the property owner is listed as the contractor); OR State Licensing (required if a contractor is listed). State licensing is not required for commercial projects.

Comments:

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**For Information regarding current porch/deck/handrail requirements, go to the DSPS (Department of Safety and Professional Services) website's home page, then search for "Appendix B Commentary"**

**Inspections Required:**

-  Call 262.653.4263 for:
- Post-hole inspection prior to installing posts.
  - Rough framing inspection.
  - Final inspection when project is complete.

***If at any time during or after the approval process you determine that you will not 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 charge against the real estate upon which the service was performed.***



FOR OFFICE USE ONLY	
Date	_____
Permit #	_____
Needs Approval	_____
IP	_____
Fee'd	_____
PORE	_____ PODE _____

**APPLICATION FOR PORCH/DECK PERMIT**  
**Form #DCI120 (rev. 01/20)**

**Permit Fees:**

- New Construction of an Open Porch, Deck, Jump Platform, or Stairs: **\$180.00**  
 (\$60.00 Building Permit Fee, \$60.00 Plan Review Fee, and \$60.00 Zoning Review Fee)
  - Repair to Existing or installation of handrail(s) or guardrail(s): **\$60.00**
- If work has started without first obtaining a permit, a penalty fee will be charged in accordance with Chapter 9.07C of the Code of General Ordinances**

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

Project Address \_\_\_\_\_

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

Property Owner \_\_\_\_\_ Contractor \_\_\_\_\_

Mailing Address \_\_\_\_\_ Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

➔ **Estimated Cost** \_\_\_\_\_ Contractor e-mail \_\_\_\_\_

CHECK ONE: One-family \_\_\_\_\_ Two-family \_\_\_\_\_ Multi-family \_\_\_\_\_ Commercial \_\_\_\_\_  
 Corner Lot: Yes \_\_\_\_\_ No \_\_\_\_\_ Comments \_\_\_\_\_  
**Indicate Type of Work:** Open Porch (consists of roof & floor) \_\_\_\_\_ Deck\* \_\_\_\_\_ Jump Platform \_\_\_\_\_ New  
 Stairs \_\_\_\_\_ Handrail \_\_\_\_\_ Guardrail \_\_\_\_\_ Repair only (no new construction) \_\_\_\_\_  
**Location:** Front Yard \_\_\_\_\_ Side Yard \_\_\_\_\_ Rear Yard \_\_\_\_\_

**Size of porch** \_\_\_\_\_ by \_\_\_\_\_ Height \_\_\_\_\_

Setbacks in feet from property lines: Front \_\_\_\_\_ Rear \_\_\_\_\_ Left \_\_\_\_\_ Right \_\_\_\_\_

**\*NOTE:** A 15' rear yard setback and a 5' side yard setback is required for all rear yard decks.

**This Box for Office Use Only:** Zoning \_\_\_\_\_ Zoning Review/Approval \_\_\_\_\_

**Any contractor\* that performs work on a one- or two-family dwelling must possess the following 2 licenses:**  
 1) Dwelling Contractor Certification number \_\_\_\_\_  
 2) Dwelling Contractor Qualifier Certification number \_\_\_\_\_  
**Licenses are available through the Department of Safety and Professional Services (DSPS) at:** <http://dsps.wi.gov>

*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. If I am the property owner applying for an erosion control or construction permit, I have read and signed the attached cautionary statement. 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.*

**Dwelling Contractor Qualifier Licensee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Please Print Name** \_\_\_\_\_

**\*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.

**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 BUILDINGS BUILT BEFORE 1978**

If this project is in a dwelling or child-occupied facility, built before 1978, then the requirements of Ch. DHS 163 requiring Lead-Safe Renovation Training and Certification apply. For details of how to be in compliance, go to <http://dhs.wisconsin.gov/lead/renovationrules.htm>.

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*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. If I am the property owner applying for an erosion control or construction permit, I have read and signed the above cautionary statement. 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.*

I vouch that I am or will be an owner-occupant of this dwelling for which I am applying for an erosion control or construction permit (of a single-family or two-family dwelling) without a Dwelling Contractor Certification and have read this Cautionary Statement regarding contractor responsibility. **(Note:** This form is not required for general contractors of multi-family or commercial buildings).

Project Address \_\_\_\_\_

Property Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_



# SITE PLAN

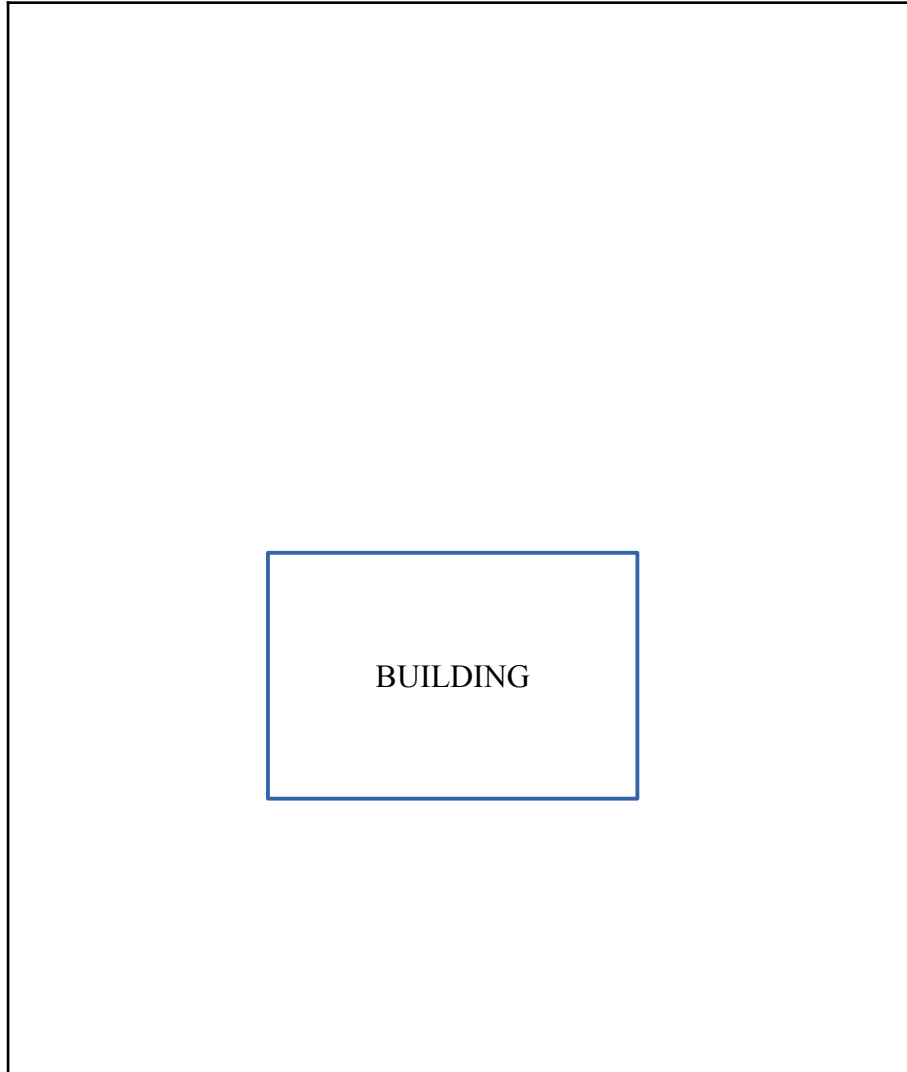
**Please indicate on the following site plan:**

1. Indicate size, location, and distance from property lines of proposed porch/deck/platform/stairs.
2. Show existing structures (sheds, garages, detached decks, fences).
3. Indicate location of all driveways (yours and your neighbors).

**CHECK ONE:** Alley   
Neighbor

**CHECK ONE:**  
Street   
Neighbor

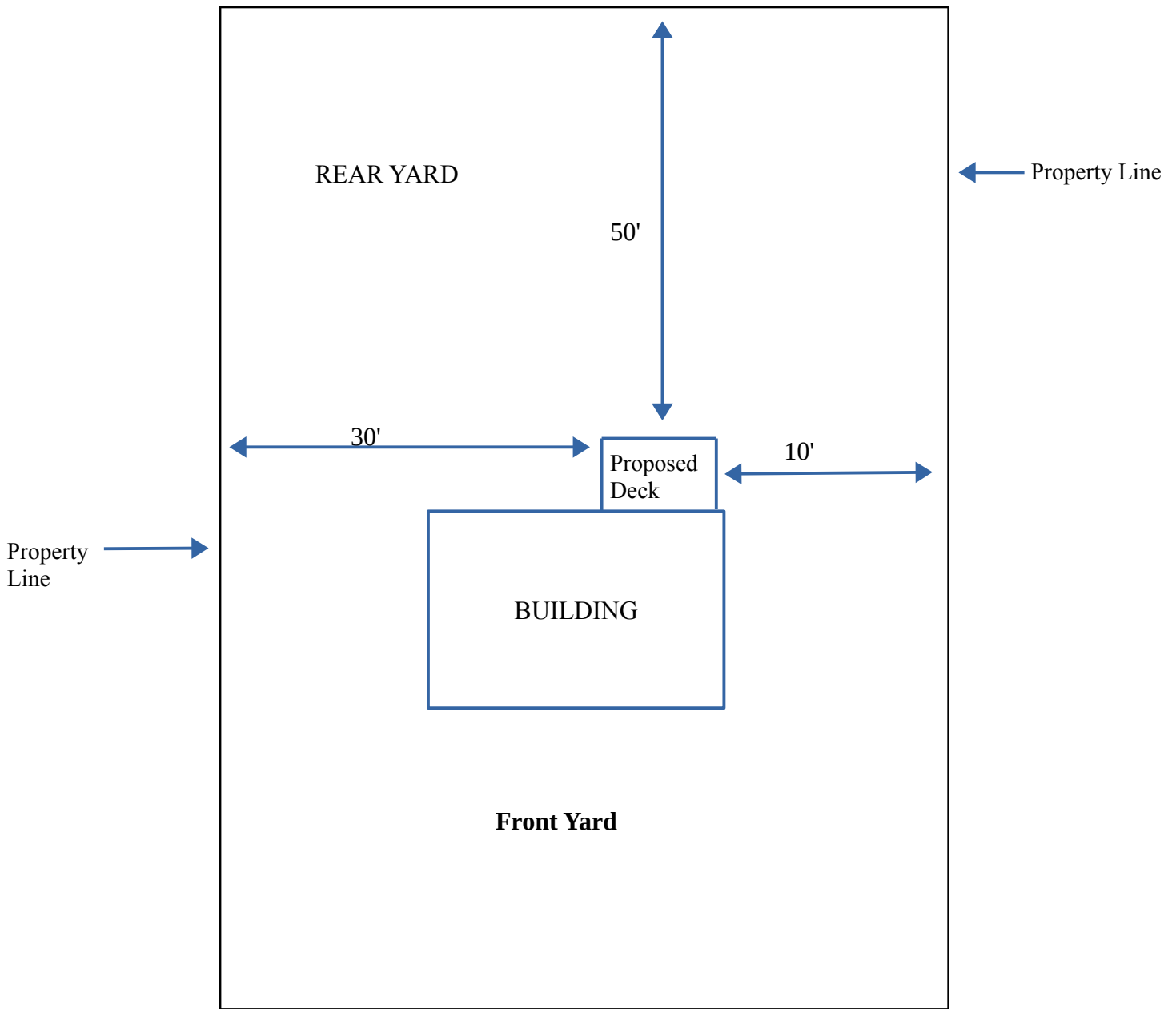
**CHECK ONE:**  
Street   
Neighbor



Street Name \_\_\_\_\_

**IMPORTANT: The narrowest width of the property which abuts the street is considered the front yard.**

**SAMPLE SITE PLAN (Please draw site plan of your property on previous page.)**



Street Name \_\_\_\_\_



<b>FOR OFFICE USE ONLY</b>
Date received _____
Corresponding Permit #: _____
_____

**Driveway/Sidewalk/Yard Agreement  
Form #DCI136 (rev. 01/20)**

**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 APRON 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 and 5.085)**

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 2 and September 14, 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 completed as outlined under Section 33.10 (D) (6)
- 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 15 and May 1, 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 other approved Best Management Practice (BMP)
- Final yard installation shall occur no later than June 1, 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.

**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 in the manner provided by ordinance standards.

\_\_\_\_\_  
(Signature of Owner/Agent) (Subdivision)

\_\_\_\_\_  
(Date) (Lot#/Address)



FOR OFFICE USE ONLY

Date received \_\_\_\_\_

Corresponding Permit #: \_\_\_\_\_

**Exterior Building Variation Agreement\***  
**Form #DCI137 (rev. 01/20)**

**\*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

**Please 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 \_\_\_\_\_

Project Address \_\_\_\_\_

Phone \_\_\_\_\_



<b>FOR OFFICE USE ONLY</b>
Date received _____
Corresponding Permit #: _____

**CERTIFICATE OF COMPLIANCE**  
**Form DCI138 (rev. 2/20)**

1 Zoning (circle one) RR-1 RR-2 RR-3 Rs-1 Rs-2 RD HPO zoning (property is zoned a historic structure or site or located within a historic district)? Yes \_\_\_ No \_\_\_

2 **If your project is in one of the following developments, please proceed to Page 3 of this checklist:**

- |   |                           |
|---|---------------------------|
| Tyler's Ridge                           | Peterson's Golden Meadows |
| Neuvillage                              | Leona's Rolling Meadows   |
| Kilbourn Woods                          | Stone Creek               |
| Cavanaugh Court                         | North Pointe              |
| 45 <sup>th</sup> Street Station Estates |                           |

**Note: Please check Yes or No for the following questions.**

	Yes	No	N/A
3 Does the primary entrance (Front Door) face a public street <b>Note: If the box in Question 3 has been checked yes, project has met design standards</b>			
4 Does your project have an attached garage? Continue onto question 5 if you answered 'yes' or question 12 if you answered 'no'.			
5 Does your project have a front-facing garage (a garage where the garage door(s) face toward a public street)? Continue onto question 6 if you answered 'yes' or to question 11 if you answered 'no'.			
6 Is the width of front-facing garage no greater than 60% of the total overall width of the home? Go to question 9 if your project is located on a property with HPO zoning.			
7 If the garage does extend in front of the longest line of the front facade's living area, is it less than or equal to ten feet?			
8 If the front-facing garage extends in front of the living area, a covered porch that has a minimum width of at least one-half the width of the garage and a minimum area of 25 square feet is required. Does your project include the required porch? Mark 'N/A' if the garage does not extend in front of the living area. Continue on to question 11. <b>Note: If all boxes in Questions 6-8 have been checked yes or N/A, project has met design standards</b>			
9 Is the front-facing garage on a property zoned HPO located at least ten (10) feet behind the front-facade's living area and does not have a width greater than 50% of the total overall width of the home?			
10 Does the project include a covered porch that is at least 6 feet in depth, 25 square feet in area and includes columns, railings, balustrades, trellises and/or decorative posts that define the perimeter? Continue on to question 12. <b>Note: If both boxes in Questions 9 &amp; 10 have been checked yes, project has met design standards</b>			
11 Does your side-loaded garage have at least one (1) window on the wall that faces the public street, and if so, the window matches the same windows used on the balance of the front facade? <b>Note: If the box in Question 11 has been checked yes, project has met design standards</b>			
12 Is the roof height measured from the bottom of the soffit to the top of the ridge line less than the height of the building from the ground to the bottom of the soffit?			

13 Is there a minimum of one (1) window or other opening per story, per side, having a minimum area of nine (9) square feet? (Garage doors and/or windows in the garage door do not count toward this requirement.)

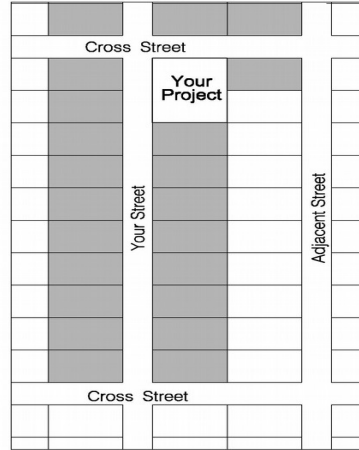
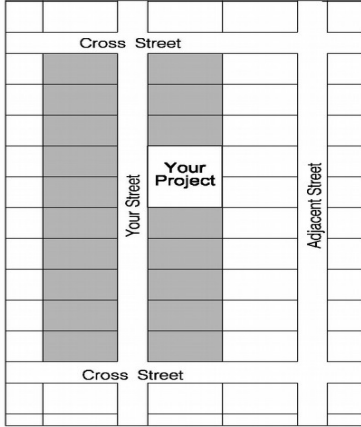
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14 Does each side of the home that faces a public street have a minimum of fifteen (15%) percent of the wall area composed of windows, doors, or other opening (garage doors excluded)?

--	--

**Note: If all boxes in Questions 12-14 have been checked yes, project has met design standards**

15 **Compatibility**



**Interior Lot Illustration.** The surrounding area (gray shaded areas) is considered to be all of the structures (constructed before 11/05/84) on the same side of the street as your project, to the next intersecting streets, and across the street from your project, to the next intersecting streets.

**Corner Lot Illustration.** The surrounding area (gray shaded areas) is considered to be all of the structures (constructed before 11/05/84) on the same sides of the street (both directions), to the next intersecting streets, and across the street from your project, to the next intersecting streets.

a. **Height.** Indicate the number of stories for both your project and the predominant (more than 50%) number of stories in the surrounding area (your project cannot vary by more than 1 story lower or higher)

Your Project	Surrounding Neighborhood

b. **Additional Elements of Compatibility** (Mark the *Compliance* box with a check mark, if this element is one of the three required elements you chose to comply with.) A minimum of three (3) elements must be compatible.

- (1) **Orientation of principal structure** matches surrounding area (is longest side parallel or perpendicular to front lot line?)
- (2) **Visual size** (Measure the area of the front facade of your proposed house and compare it with the area of the adjacent principal structures to the left and right of your project site.) Your project cannot vary by more than 125% larger or smaller than the adjacent structures.
- (3) **Raised porches** (If the surrounding area predominantly has raised porches, your project also has a raised porch)
- (4) **Building materials** match the prevailing building materials used in the surrounding area (i.e. Brick, stucco, vinyl or steel siding, etc.)
- (5) **Roof slope & orientation** match the prevailing style on surrounding structures (Roof style and pitch is similar to surrounding structures)

Compliance with this Element?

**Note: Project has met design standards if a minimum of three (3) boxes in Questions b. (1) thru (5) have been checked.**

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.

Applicant:

Date:

Address:

Phone:

***If your site is located in:  
Tyler's Ridge***

***You must comply with:***

- 1) The garage wall cannot exceed fifty (50%) percent of the overall building width.
- 2) The front of the garage wall cannot protrude forward of the first floor living area
- or-
- 3) If the garage wall protrudes forward of the living area, a porch shall be included that is minimum of fifty (50%) percent of the width of the garage and a minimum of 25 square feet.

***Neuvillage or Kilbourn Woods***

- 1) The garage wall cannot exceed fifty (50%) percent of the overall building width.
- 2) The front of the garage wall cannot protrude forward of the first floor living area
- or-
- 3) If the garage wall protrudes forward of the living area, a porch shall be included that is minimum of fifty (50%) percent of the width of the garage and a minimum of 25 square feet. The garage may protrude up to the end of the unenclosed porch. Side-loaded garages are exempt from the requirements of 1, 2 and 3 of this section.
- 4) The roof height measured from the bottom of the soffit to the top of ridge line shall be less than the height of the building from the ground to the bottom of the soffit.
- 5) The primary entrance shall face the public street.
- 6) Windows and/or entrances (excluding front-facing garage doors) shall comprise at least 10% of the total wall area of each facade, provided that at least 5% of the total wall area of each floor is comprised of windows and/or entrances.

***45th Street Station Estates***

- 1) Windows and/or entrances (excluding front-facing garage doors) shall comprise at least 10% of the total wall area of each facade, provided that at least 5% of the total wall area of each floor is comprised of windows and/or entrances.

***Cavanaugh Court***

- 1) Compliance with Architectural Design Standards as designated in the recorded Developer's Agreement.

***Stone Creek***

-or-

***North Pointe***

-or-

***Peterson's Golden Meadows***

-or-

***Leona's Rolling Meadows***

- 1) Design standards do not apply.

<b>FOR OFFICE USE ONLY</b>
Date received _____
Corresponding Permit #: _____

**CERTIFICATE OF COMPLIANCE\***  
**Form #DCI139 (rev. 02/20)**

**\*In accordance with Section 3.0 of the City of Kenosha, Wisconsin Zoning Ordinance**

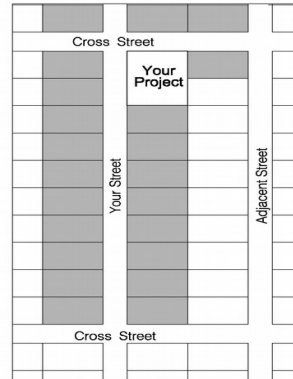
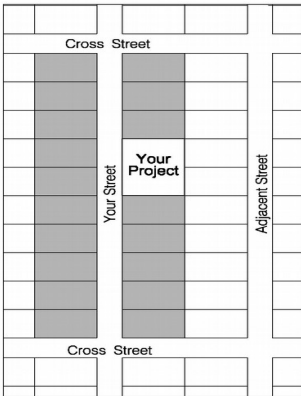
1 Zoning (circle one) RS-3 RG-1 RG-2

**Note: Please check Yes or No for the following questions.**

	Yes	No
2 Is 50% of the building front located at the required build-to line?		
3 Does the primary Entrance (Front Door) face the public street?		
4 Does the primary Entrance (Front Door) include a covered porch or stoop that is a minimum of 6 feet in depth & 25 square feet in area? (May encroach into front yard by up to six (6') feet, or in rear or side yard up to six (6') feet, or not more than 20% of the required rear or side yard.)		
5 Does the covered porch or stoop include columns, railings, balustrades, trellises and/or decorative posts to define the perimeter?		
6 Is the porch/stoop covering (ceiling above porch) no higher than 12 feet above the porch, and a minimum of 30% solid?		
7 Is the footprint of the attached or detached garage less than the footprint of the living area of the home?		
8 Is there a minimum of one (1) window or other opening per story, per side, having a minimum area of nine (9) square feet?		
9 Does each side of the home that faces a public street have a minimum of fifteen (15%) percent of the wall area composed of windows, doors, or other opening (garage doors excluded)?		

**Note: If all boxes in Questions 2-9 have been checked yes, project has met design standards**

10 **Compatibility**



**Interior Lot Illustration.** The surrounding area (gray shaded areas) is considered to be all of the structures (constructed before 11/05/84) on the same side of the street as your project, to the next intersecting streets, and across the street from your project, to the next intersecting streets.

**Corner Lot Illustration.** The surrounding area (gray shaded areas) is considered to be all of the structures (constructed before 11/05/84) on the same sides of the street (both directions), to the next intersecting streets, and across the street from your project, to the next intersecting streets.

a. **Height.** Indicate the number of stories for both your project and the predominant (more than 50%) number of stories in the surrounding area (your project cannot vary by more than 1 story lower or higher)

Your Project	Surrounding Neighborhood



**b. Garage.**

(1) Does your project have an attached garage? (Continue to next question if you answered 'Yes', or to Section "c" if you answered 'No').

Yes	No

(2) Does your project have a front-facing garage (a garage where the garage door(s) face toward a public street)? (Continue to question (3) if you marked 'Yes', or to question (4) if you answered 'No'.

Yes	No

(3) Is the front-facing garage located at least ten (10') feet behind the livable space of the home and equal to or less than 50% the total width of the home? (Continue to Section "c" if you answered 'Yes').

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(4) If your project has a side-loaded garage, does it extend in front of the livable space of the home? Continue to next question if you answered 'No'. If you answered 'Yes', continue on to question (6) to see if you qualify for an alternative design for steeply sloped lots.

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(5) Does the side-loaded garage have at least one (1) window on the side wall that faces the public street? Continue to Section "c" if you answered 'Yes'.

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**Note: If the box in Question (3) or Question (5) has been checked 'Yes', project has met design standards.**

(6) If you marked 'Yes' for question (4), is your project located on a lot that has a slope steeper than twelve (12) percent? Continue to next question if you answered 'Yes'.

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(7) Is there livable space above the garage that has a side wall adjacent to the build-to line of the garage? Continue to next question if you answered 'Yes'.

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(8) Does the livable space located above the garage and the garage sidewall have windows that match the windows used on the rest of the front facade of the home (all windows that face the public street must appear similar? Continue to next question if you answered 'Yes'.

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(9) Are there at least two (2) windows located on the garage sidewall? Continue to next question if you answered 'Yes'.

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(10) Is the sidewall of the garage equal to or less than sixty (60) percent of the width of the home? Continue to Section "c" if you answered 'Yes'.

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**Note: If all boxes in Questions (6) through (9) have been checked "Yes", project has met design standards.**

**c. Additional Elements of Compatibility** (Mark the *Compliance* box with a check mark, if this element is one of the three required elements you chose to comply with.) A minimum of three (3) elements must be compatible.

(1) **Orientation of principal structure** matches surrounding area (is longest side parallel or perpendicular to front lot line?)

(2) **Visual size** (Measure the area of the front facade of your proposed house and compare it with the area of the adjacent principal structures to the left and right of your project site.) Your project cannot vary by more than 125% larger or smaller than the adjacent structures.

(3) **Raised porches** (If the surrounding area predominantly has raised porches, your project also has a raised porch)

(4) **Building materials** match the prevailing building materials used in the surrounding area (i.e. Brick, stucco, vinyl or steel siding, etc.)

(5) **Roof slope & orientation** match the prevailing style on surrounding structures (Roof style and pitch is similar to surrounding structures)

**Compliance with this Element?**


**Note: Project has met design standards if a minimum of three (3) boxes in Questions c. (1) thru (5) have been checked.**

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.

Applicant:

Date:

Address:

Phone:



<b>FOR OFFICE USE ONLY</b>
Date received _____
Corresponding Permit #: _____

**Proposed Lot Grading Plan Checklist for Residential New Buildings**  
**Form #DCI140 (rev. 02/20)**

*This form must be completed, signed, and submitted together with the property survey at the time of the building permit application packet submittal.*

Address \_\_\_\_\_ Subdivision \_\_\_\_\_ Lot# \_\_\_\_\_

Property Owner \_\_\_\_\_

**LOT GRADING**

<b>Property Lines</b>	<b>City-approved Elevation</b>		<b>Proposed Elevation</b>		<b>Difference (+/-)</b>	
	Left	Right	Left	Right	Left	Right
Front						
Left Side						
Right Side						
Rear						
Top of Foundation						
Yard Grade						

**Inspected and Approved by** \_\_\_\_\_ **Date** \_\_\_\_\_



**FOR OFFICE USE ONLY**

Date received \_\_\_\_\_

Corresponding Permit #: \_\_\_\_\_

**BUILDING CONSTRUCTION FOOTING CERTIFICATION\***

Form #DCI156 (rev. 01/20)

**\*For Single-family and Two-family New Buildings**

***This form must be completed and submitted to the Building Inspector at the time of the footing inspection in order to pass the inspection.***

Project Address \_\_\_\_\_ Lot # \_\_\_\_\_

Single-family New Building Permit # \_\_\_\_\_ Erosion Control Permit # \_\_\_\_\_

All measurements shown in the "Verified" columns must reflect certified measurements taken on-site by a registered land surveyor. A surveyor's signature/date attesting to the actual setbacks/offsets and footing elevation must appear on this construction certification prior to receiving approval for a footing inspection.

**Zoning District:** \_\_\_\_\_

**Note:** For corner lots, the front of the property is the narrowest width of the property that abuts a street.

<b>SETBACKS / OFFSETS:</b>	<b>Required Setback (City to complete)</b>	<b>Verified Distances (Surveyor to complete)</b>	<b>Difference (+/-)</b>
Front Setback			
Left Setback			
Right Setback			
Rear Setback			

<b>ELEVATIONS:</b>	<b>Approved Elevation (City to complete)</b>	<b>Verified Elevation (Surveyor to complete)</b>	<b>Difference (+/-)</b>
Top of Foundation			
Basement Wall Height			
Top of Footing Grade			
Proposed Yard Grade			
Proposed Garage Floor Grade			
Walk-out or look-out basement? Yes _____ No _____ If yes: Top of Foundation/Proposed Yard Grade: _____			

**SURVEYOR SIGNOFF:**

I hereby certify that the measurements indicated in the "Verified" columns above reflect the certified measurements I have taken at the construction site.

Signature \_\_\_\_\_

Please Print Name \_\_\_\_\_

\_\_\_\_\_  
Surveyor Registration Number

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Date

**IMPORTANT: POST FOUNDATION SURVEY REQUIRED PRIOR TO PROCEEDING WITH FRAMING.**