



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

**PERMIT APPLICATION PACKET
 FOR
 COMMERCIAL ALTERATION**

Project Address _____

Office Use Only:

For an Interior Alteration:

Please complete and submit the following:

- _____ Commercial Alteration permit application
- _____ Two (2) sets of plans (State-approved if over 100,000 cubic feet)
- _____ One (1) additional set of plans (size 8 1/2" x 11" **or** 11" x 17")
- _____ Fire Department plan approval

Describe proposed work: _____

Application Packet Reviewed By:

Fire Department Approval:

For an Exterior Alteration (including, but not limited to, window or door replacement):

Please complete and submit the following:

- _____ Commercial Alteration permit application
- _____ Two (2) sets of plans
- _____ One (1) additional set of plans (size 8 1/2" x 11" **or** 11" x 17")
- _____ City Development Authorization: _____

Describe proposed work: _____

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



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**APPLICATION FOR
 COMMERCIAL ALTERATION**

This document must be legible or will be returned.

Project Address _____ Suite _____
 Project Name _____ *Contractor _____
 Mailing Address _____ Mailing Address _____
 City _____ State _____ Zip _____ City _____ State _____ Zip _____
 Phone (_____) _____ Phone (_____) _____
 Contractor e-mail _____

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

Project Contact Person _____ (not contractor)
 Project Phone (_____) _____ (not contractor)
 Estimated Cost (structural only) _____
 Check one (or both, if applicable): Exterior Alteration Interior Alteration
 Proposed Use _____ Square Feet _____

For Office Use Only:

Plan File # _____ Zoning _____ Review Chapter _____
 OCCO needed: Yes No OCEX needed: Yes No Zoning Review _____

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 PER UNIT	QTY	PLAN REVIEW SQUARE FEET	FEE	QTY
ALTERATIONS	\$ 10.00 per \$1,000 of estimated cost	_____	0-1,000	\$ 150.00	_____
MINIMUM FEE	\$ 75.00 Ea.	_____	1,001-2,500	\$ 250.00	_____
			2,501-5,000	\$ 350.00	_____
			5,001-10,000	\$ 450.00	_____
			10,001-20,000	\$ 550.00	_____
			20,001-30,000	\$ 650.00	_____
			30,001-40,000	\$ 750.00	_____
			40,001-50,000	\$ 850.00	_____
			50,001-75,000	\$ 950.00	_____
			75,001-100,000	\$ 1,050.00	_____
			100,001-200,000	\$ 1,150.00	_____
			Over 200,000	\$ 1,500.00	_____



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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.