



City of Kenosha  
 Department of Neighborhood Services and Inspections  
 625 52<sup>nd</sup> Street, Room 100, Kenosha, WI 53140  
 Phone: 262.653.4263, Fax: 262.653.4254

Office Use Only:



**APPLICATION FOR COMMERCIAL  
 HEATING, VENTILATING, AIR CONDITIONING PERMIT  
 (Commercial or Multi-family)**

This document must be legible or will be returned.

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

The following must be submitted with this permit application: \_\_\_\_\_ One (1) full size set of plans, **AND**  
 \_\_\_\_\_ One (1) 8 1/2" x 11" or 11" x 17" size set of plans.

Project Address \_\_\_\_\_ Lot # \_\_\_\_\_ Suite \_\_\_\_\_  
 Owner \_\_\_\_\_ \*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."

Estimated Cost \_\_\_\_\_

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

Project Name \_\_\_\_\_

CHECK ONE : Commercial \_\_\_\_\_ Multi-family \_\_\_\_\_ (if multi-family, number of units \_\_\_\_\_)

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

Boiler/furnace: Total BTU's \_\_\_\_\_ Number of Units \_\_\_\_\_ A/C: Number of Units \_\_\_\_\_ Total Tons \_\_\_\_\_

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

*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	DESCRIPTION	PRICE PER UNIT	QTY
NEW MULTI-FAMILY	\$ 120.00 Per Unit	_____	RANGE HOOD	\$ 60.00 Ea.	_____
NEW BUILDING - HVAC	\$ 40.00 Per 1000 Sq. Ft.	_____	AIR HANDLING UNIT	\$ 24.00 Ea.	_____
NEW BUILDING - HVAC	\$ 4.00 Per 100 Sq. Ft.	_____	FUEL BURNING DEVICE	\$ 60.00 Ea.	_____
NEW BUILDING - HVAC	\$ .40 Per 10 Sq. Ft.	_____	SUSPENDED UNIT HEATER	\$ 36.00 Ea.	_____
NEW BUILDING - HVAC	\$ .04 Ea.	_____	MISCELLANEOUS	\$ 18.00 Ea.	_____
FURNACE UP TO 200,000 BTU	\$ 60.00 Ea.	_____	MINIMUM COMMERCIAL	\$ 75.00 Ea.	_____
FURNACE 200,000+ BTU	\$ 4.80 Per 200,000	_____	PLAN REVIEW – HVAC	\$ 240.00 Ea.	_____
BOILER UP TO 200,000 BTU	\$ 60.00 Ea.	_____			
BOILER 200,000+ BTU	\$ 4.80 Per 200,000	_____			
AIR COND./UP TO 5 TONS	\$ 6.00 Per Ton	_____			
AIR COND./6 TONS+	\$ 3.60 Per Ton	_____			
VENTILATION FAN	\$ 18.00 Ea.	_____			



## 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 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.