



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
RESIDENTIAL ADDITION**

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

- _____ Residential Addition permit application
- _____ Occupancy Residential permit application
- _____ Erosion Control Residential permit application
- _____ 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)
- _____ Certificate of Compliance for Residential Additions
- _____ Heat loss calculations for entire dwelling **or** letter from HVAC contractor which states the existing furnace is sufficient to heat the addition
- _____ One (1) plat of survey showing all existing buildings and the proposed addition
- _____ One (1) site plan showing setbacks from property lines and distances from all accessory structures
- _____ One (1) set of complete floor plans showing door and window sizes, and hallway and room dimensions
 - _____ One (1) additional set of floor plans (size 8 1/2" x 11" or 11" x 17")
- _____ One (1) set of complete cross-section drawings showing structural members, insulation, exterior siding, and interior wall finish
 - _____ One (1) additional set of cross-section drawings (size 8 1/2" x 11" or 11" x 17")
- _____ Cautionary Statement (only required if the owner of a one- or two-family dwelling is listed as the contractor)

In the event an owner who resides in an existing single-family dwelling seeks to perform his/her own electrical work, they may do so provided they meet specific qualification criteria. Please check with the permitting secretary for information.

I hereby certify and acknowledge that all of the above required information provided is true and accurate to the best of my knowledge.

Signature

Date

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



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Office Use Only:

**APPLICATION FOR
 RESIDENTIAL ADDITION**

This document must be legible or will be returned.

Project Address _____

Owner _____

Contractor _____

Mailing Address _____

Mailing Address _____

City _____ State _____ Zip _____

City _____ State _____ Zip _____

Phone (_____) _____

Phone (_____) _____

Contractor e-mail _____

Note: If the owner of a one- or two-family dwelling is listed as the contractor, a license is not required; however, the attached "Cautionary Statement" must be signed by the property owner.

Dwelling Contractor Number: _____

*Signature of Dwelling Contractor or Designee: _____

Print Name: _____

Dwelling Qualifier Number: _____

*Dwelling Qualifier Licensee Signature: _____

Print Name: _____

Estimated Cost (structural only) _____

Square Feet _____

Type of Addition _____

Type of Use: Single-family Two-family

Will the work include the addition of a kitchen? Yes No

Setbacks:

Front _____ Rear _____ Left Side _____ Right Side _____

For Office Use Only:

Zoning: _____ Plan File #: _____

OCRE 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. 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	\$ 50.00 Ea.	_____
NEW 1&2 FAMILY STRUCTURAL	\$.32 Per Sq. Ft.	_____
MINIMUM FEE	\$ 50.00 Ea.	_____

**Certificate of Compliance for Residential Additions
In accordance with Section 3.0 of the City of Kenosha Zoning Ordinance**

In order for my project to be approved, I understand that all six items under Section A below must be checked and adhered to.

Section A:

- Covered porch or stoop is defined by columns, railings, posts, etc. (Covered porch or stoop may extend into front setback by up to six feet).
- Porch/stoop covering is no higher than twelve feet above porch and is a minimum of 30% solid construction.
- The footprint of attached garage is less than the footprint of the house.
- If most of the surrounding houses have detached garages, and this project is proposing an attached garage, the garage must be less than 50% of the width of the house (less than 60% in RR1, RR3, RS1, RS2, and RD zoning); and, located even with or set back from the front of the existing house (it may extend ten feet in front of the house in RR1, RR2, RR3, RS1, RS2, and RD zoning if a 25 square foot covered porch is included in the project).
- There is a minimum requirement of a nine square foot window or other opening per story, per side.
- Addition does not vary more than one story from adjacent houses.

In addition, I also understand that in order for my project to be approved, I must check and adhere to a minimum of three items under Section B below.

Section B:

- Orientation of the entire building matches that of surrounding properties.
- Visual size of the entire project when complete does not vary more than 125% larger or smaller than the adjacent houses.
- If the surrounding area has predominantly raised porches, the project also requires a raised porch.
- Building materials match the prevailing style on surrounding houses.
- Roof slope and orientation match the prevailing style on surrounding houses.

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.

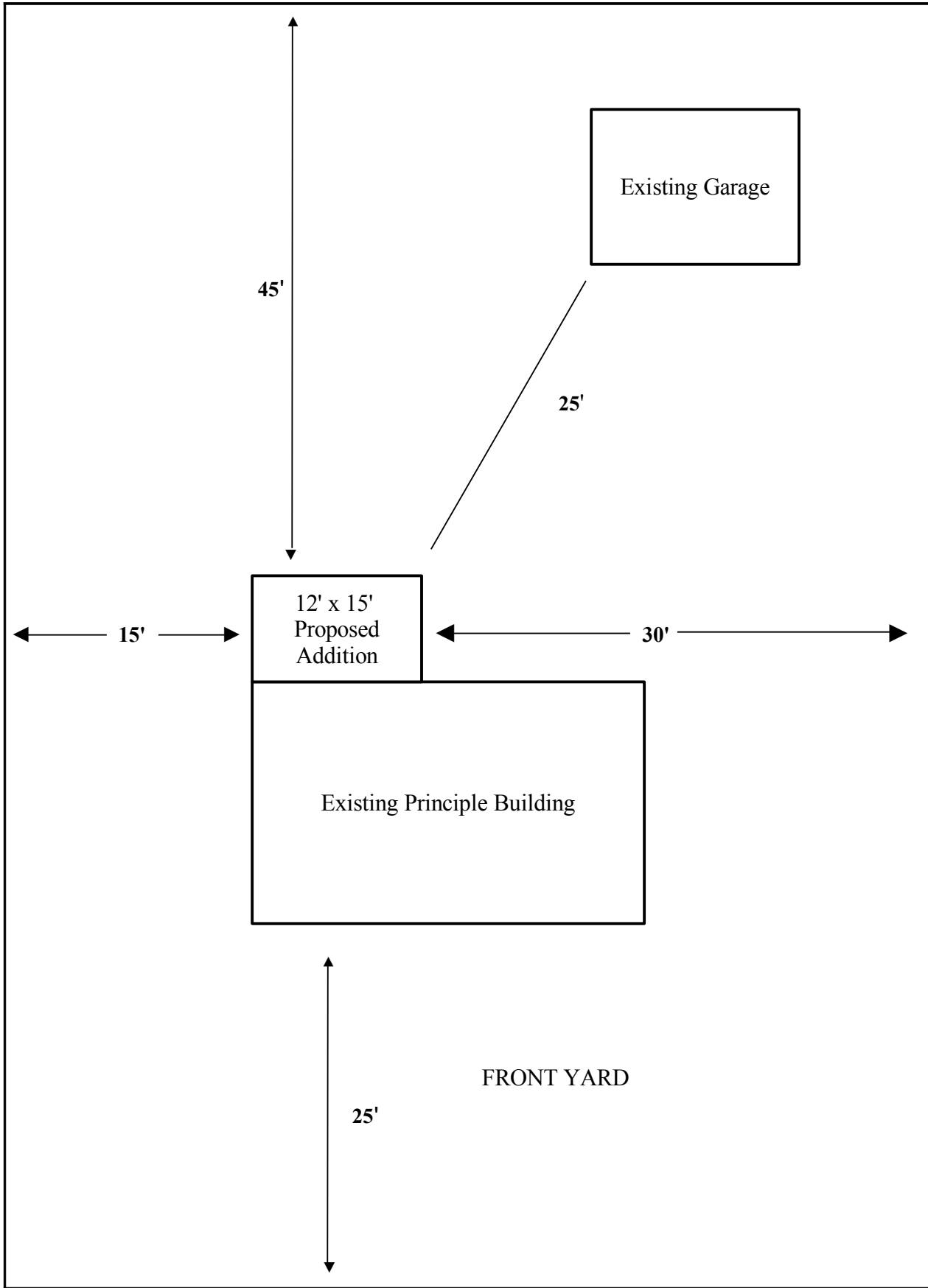
Applicant _____

Date _____

Address _____

Phone _____

EXAMPLE DRAWING:



Property Owner: _____

Address: _____

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.



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**OCCUPANCY CHECKLIST AND PERMISSION TO OCCUPY
 FOR RESIDENTIAL ADDITIONS
 AND RESIDENTIAL ALTERATIONS**

Note: This form must be presented to the building inspector at the time of final inspection.

The purpose of the occupancy checklist is to insure that all work and conditions necessary to obtain a Certificate of Occupancy (CO) have been completed. Upon issuance of the Residential Addition or Residential Alteration permit, this occupancy checklist shall be affixed to the interior of the front door of the building. Prior to the scheduling of the final inspection with the building inspector, the box adjacent to each listed code requirement must be checked, thereby signifying it has been completed; and, the checklist must be signed at the bottom. If these procedures are not followed, the final inspection will not be conducted; and, a reinspection fee will be assessed.

Address of Property

- No personal items are stored in the area under construction
- Final plumbing signed off on inspection card
- Final electric signed off on inspection card
- All handrails and guardrails installed correctly
- All stair treads and risers in conformance
- All stairway headroom clearances verified
- Security locks installed on exterior doors
- Security locks installed on bathrooms
- Box sill insulated
- Vent fans installed and operable
- Kitchen and bathroom flooring installed
- HVAC dampers and grills installed and operable
- Finished grade at property lines
- Yard grade at three inches (3") from final approved grade
- Perimeter erosion control maintained September 16 - April 30; or, lawn sodded or seeded and stabilized May 1 - September 15
- All excess spoil and dirt piles removed from site
- All dumpsters and debris removed from site
- Have contacted City Assessor for inspection. Authorization Code _____
 (When scheduling an inspection with the City Assessor's Office, an authorization code must be obtained from them)

I verify that, to the best of my knowledge, all of the above items have been installed and completed in compliance with all applicable codes and ordinances as required by the City of Kenosha. I also understand that if this checklist is not posted at the time of inspection, the inspection will not be conducted; and, a reinspection fee shall be assessed.

Contractor/owner

Date

The inspector's signature below grants permission to occupy:

Inspector - City of Kenosha, Department of Neighborhood Services & Inspections

Date