



**PERMIT APPLICATION PACKET
FOR
RESIDENTIAL ALTERATION**

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

1. Residential Alteration permit application
2. Occupancy Residential permit application
3. Plumbing permit application (signed by a Wisconsin-licensed Master Plumber)
4. Electrical permit application (signed by a Wisconsin-licensed Master Electrician)
5. HVAC permit application (signed by an individual that possesses a City of Kenosha HVAC license **OR** a State of Wisconsin HVAC Qualifier license)
6. One (1) set of complete floor plans showing door and window sizes, and hallway and room dimensions of the altered area

 One (1) additional set of floor plans (size 8 1/2" x 11" or 11" x 17")
7. 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")
8. If you are not submitting floor plans or cross section drawings (items 6 and 7 above), please check item #8 and explain why below:

9. 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.



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

Office Use Only:

**APPLICATION FOR
 RESIDENTIAL ALTERATION**

This document must be legible or will be returned.

Project Address _____

Owner _____

Mailing Address _____

City _____ State _____ Zip _____

Phone (_____) _____

Contractor _____

Mailing Address _____

City _____ State _____ Zip _____

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) _____

Type of alteration _____

Type of Use: Single-family Two-family

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

For Office Use Only:

Plan File #: _____

Zoning: _____ 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.	_____
ALTERATIONS	\$ 10.00 Per \$1,000 of estimated cost	_____
MINIMUM FEE	\$ 50.00 Ea.	_____

CITY OF KENOSHA
ONE- AND TWO-FAMILY ALTERATION AND REMODELING STANDARDS

Purpose

To provide uniform construction standards for interior alteration and remodeling of existing one- and two-family dwellings.

Scope

These provisions shall apply to all existing one- and two-family dwellings constructed prior to June 1, 1980.

The construction or renovation of any area into an additional living unit shall be prohibited until receiving zoning review and approval.

Dwellings classified as existing non-conforming structures are limited to minor repairs and alterations relative to safety, exiting, and sanitation only.

All new installations of structural, electrical, plumbing, heating, ventilation, and air-conditioning shall be installed in conformance with current building, electric, plumbing, and heating codes.

If the total area of renovation or remodeling exceeds 50% of the entire existing floor area (all floors included) the entire dwelling shall be made to conform with the current building, plumbing, electric, and heating codes.

In the event that the structural integrity of an area to be renovated is questionable, the code official may require that a State-licensed structural engineer verify the structural integrity of the area to be renovated.

All work shall be executed and installed in a workmanlike manner. The determining authority shall be the code official.

Appeals

Appeals of standards, except for the State code requirements, shall be made in writing to the Director of the Department of Neighborhood Services and Inspections.

Construction Standards (as required by COMM 21-25, Uniform Dwelling Code)

1. Stairways shall conform to the following:
 - a. Riser height shall be 8" maximum
 - b. Tread depth shall be 9" minimum
 - c. Headroom shall be 76" minimum
 - d. Stair width shall be 36" minimum
 - e. Handrail height shall be 30" minimum and 38" maximum, with 1 1/2" wall clearance

- f. Handrail gripping area shall be a maximum width of 2-7/8" if rectangular, and a maximum width of 2" if round
- g. Guardrail height shall be 36" minimum
- h. Intermediate baluster spacing shall be 4" maximum
- i. Landings shall be 36" x 36" minimum

Exception:

Existing stairways not being altered or replaced may remain in use if they are in good repair and meet the following criteria:

- j. Riser height does not exceed 8 ¼"
 - k. Tread depth is not less than 8 ½"
 - l. Headroom is a minimum of 72"
 - m. Stairway width is at least 34"
 - n. Intermediate baluster spacing is no more than 6"
- 2. All habitable rooms shall be provided with natural light equal to 8% of the floor area of the room.
 - 3. All habitable rooms shall be provided with natural ventilation by means of openable windows. The total openable area of the window shall be equal to 45% of the paned area of the window.
 - 4. All habitable rooms shall have a minimum ceiling height of 7' for a minimum of 50% of the floor area. Beams and ducts shall not encroach more than 8" into the ceiling area below the minimum ceiling height.

Exception:

Existing areas with a minimum ceiling height of 6' 8", with no framing restructuring involved.

- 5. A smoke detector shall be provided in every bedroom. At least one additional smoke detector shall be provided on each floor. Smoke detectors shall be wired to the house current, and shall be provided with battery backup.

Exception:

Where wall and ceiling finishes are not removed, installation of battery operated smoke detectors is acceptable.

- 6. Interior doors shall be a minimum of 32" in width, unless at least 50% of the existing doors in the dwelling are a minimum of 32" in width or have a net clear opening of 30".
- 7. Bathrooms and toilet rooms shall comply with the following:
 - a. Bathrooms and toilet rooms shall provide privacy
 - b. Bathrooms and toilet rooms shall not constitute the only passageway to a hall or other space, or to the exterior

- c. All required fixtures (water closet, lavatory, and tub) shall be contained in the same room
 - d. Every bedroom shall have access to at least one water closet and one lavatory without having to pass through another bedroom
8. Exiting shall conform with the following:
- a. Each exit door shall be a minimum of 36" wide and 6' 8" in height.
 - b. Each floor level shall be provided with two (2) exits as follows:
 - 1) Basement - at least one interior stairway to the first floor plus one approved egress window to exterior grade per bedroom. The minimum clear opening of the egress window shall be no less than 20" x 24."
 - 2) First floor - two (2) standard exits to grade.
 - 3) Second floor - one interior stairway to the first floor plus one approved egress window per bedroom.
 - 4) Third floor - one interior stairway to the second floor plus either a second interior stairway to the second floor, or an exterior stairway to grade, or an exterior stairway to a second-floor jump platform.
 - c. Exits shall be located as far apart as practical
 - d. Exterior stairs installed above the first-floor level, to provide exiting from a dwelling unit shall not be installed on the front of any residential building.
9. Insulation of walls and ceilings shall conform with the following:
- a. Walls shall be insulated to R-13 minimum
 - b. Sloped ceilings shall be insulated to R-19 minimum
 - c. Ceilings shall be insulated to R-30 minimum

Exception:

Where wall or ceiling coverings are not removed, the existing insulation is acceptable.

Electrical Standards (as required by COMM 16 Electrical Code, The National Electric Code (NEC), and Chapter Nine Building Code, City of Kenosha.)

- 1. Every dwelling unit shall be serviced by no less than a three wire 60 amp service, protected with fusetate fuses or circuit breakers; and, the service shall be sufficient to support any load imposed upon it.
- 2. Every habitable room shall have receptacle outlets located a minimum of 6' from any wall opening, but in no case more than 12' apart.

Exception:

Where no wall coverings are removed, the existing receptacle outlet spacing is acceptable, provided there are at least two separate and remote receptacles located in the room.

3. Every habitable room shall contain one wall or ceiling type light fixture which is controlled by a remote switch.

Exception:

In the absence of a wall or ceiling type light fixture, one of the two required receptacle outlets shall be controlled by a remote switch.

4. Every laundry area shall contain at least one 20 amp GFCI (ground fault circuit interrupter) protected receptacle outlet on its own dedicated circuit.
5. Every bathroom shall contain at least one receptacle outlet located adjacent to the lavatory. Replacement receptacles shall be GFCI (ground fault circuit interrupter) protected.
6. Every bathroom shall contain at least one wall or ceiling type light fixture.
7. Every kitchen shall contain at least three receptacle outlets on 2 separate small appliance circuits, plus a switch-controlled ceiling light fixture which is installed on a general lighting circuit. Replacement receptacles shall be GFCI (ground fault circuit interrupter) protected.
8. All stairs shall be lighted by a three-way switch operable from the top and bottom of the stairs.
9. Every exit shall be lighted on the exterior by a switch-controlled light fixture.

Plumbing Standards (as required by COMM 81-87)

1. Every dwelling unit shall contain its own bathtub or shower, water closet, bathroom sink, and kitchen sink.
2. Every sink, bathtub, shower, drinking fountain, laundry facility, or other plumbing fixture, or appliance shall be properly connected to the public water system.
3. Each sink shall be supplied with hot or tempered, and cold water.
4. Every dwelling unit shall be provided with water heating facilities properly installed and in good working order. Gas burning water heaters shall not be installed in any bathroom, toilet room, or any habitable room.

5. All plumbing fixtures shall be properly connected to the public sewer and treatment system.
6. Every plumbing stack, vent waste and sewer line shall be maintained in good working order, with no leaks.

Heating, Ventilating and Air Conditioning Standards (as required by COMM 21-25 Uniform Dwelling Code)

1. When adding additional living area to a dwelling unit, the heating, ventilating, and air-conditioning system shall be verified to be sized accordingly to handle the additional area. Verification of adequacy shall be by the code official, or at the code official's request, a City-licensed HVAC contractor.
2. Every bathroom or toilet room shall be equipped with a mechanical ventilation system. Air exhausted by the system shall discharge directly to the outdoors and shall not be recirculated.
3. Every habitable room shall have at least one heating supply vent and be provided with adequate cold air returns.
4. Cold air returns shall not be installed in bathrooms or kitchens.
5. All fuel burning appliances shall be properly installed and attached to an approved chimney or vent.
6. No portable solid, liquid, or gaseous fuel burning appliances are allowed.
7. Portable heating appliances shall not be used to meet minimum heating requirements.
8. All manufacturer clearance requirements for fuel burning appliances shall be maintained.

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**