



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 SINGLE-FAMILY NEW CONSTRUCTION**

Owner: \_\_\_\_\_

Subdivision Name and/or Lot No. \_\_\_\_\_

I understand that this submittal for construction permits will be reviewed for correctness and accuracy, and the review will take approximately ten (10) working days. I will be notified by mail when my permits are ready to be issued. I also understand that should any of the attached submittals be incomplete, I will be contacted to pick up the entire submittal, make any corrections, and return the entire package for review.

In the event that I am contacted to pick up the submittal, and do not do so, the project will be considered abandoned and all previously submitted information will be discarded.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

- \_\_\_\_\_ Single-family permit application
- \_\_\_\_\_ Kenosha Water Utility Fees permit application
- \_\_\_\_\_ Occupancy Residential permit application
- \_\_\_\_\_ Park Impact Fee application
- \_\_\_\_\_ Erosion Control Residential permit application
- \_\_\_\_\_ Exterior Sewer/Water Lateral permit application (signed by a Wisconsin-licensed Plumber/Utility Contractor)
- \_\_\_\_\_ 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)
- \_\_\_\_\_ Signed driveway/sidewalk form
- \_\_\_\_\_ Exterior Building Variation Agreement
- \_\_\_\_\_ Certificate of Compliance for zoning districts RS3, RG1, RG2
- or**
- \_\_\_\_\_ Certificate of Compliance for zoning districts RR1, RR2, RR3, RS1, RS2, RD
- \_\_\_\_\_ Two (2) complete sets of heat-loss calculations
- \_\_\_\_\_ Three (3) certified surveys
- \_\_\_\_\_ Two (2) erosion control drawings
- \_\_\_\_\_ Three (3) complete sets of blueprints
- \_\_\_\_\_ One (1) additional set of blueprints (size 8 1/2" x 11" or 11" x 17")
- \_\_\_\_\_ Cautionary Statement (only required if the owner of the proposed single-family dwelling is listed as the contractor)
- \_\_\_\_\_ Tree permit if lot is over 20,000 square feet in area

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

**INFILL LOT INFORMATION:**

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

If YES, before submitting this application packet to Neighborhood Services and Inspections:

- 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.

**Note:**

- All documents must be legible or will be returned.
- You will be notified when your permits are ready; please do not submit payment with permit applications.



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Office Use Only:

**APPLICATION FOR  
 SINGLE-FAMILY NEW BUILDING**

Project Address \_\_\_\_\_  
 Owner \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone (\_\_\_\_) \_\_\_\_\_

Lot # \_\_\_\_\_  
 Contractor \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone (\_\_\_\_) \_\_\_\_\_  
 Contractor e-mail \_\_\_\_\_

**Note:** If the owner of the proposed single-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) \_\_\_\_\_ Subdivision \_\_\_\_\_

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

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

Setbacks:  
 Front \_\_\_\_\_ Rear \_\_\_\_\_ Left \_\_\_\_\_ Right \_\_\_\_\_

Basement Area \_\_\_\_\_ Living Area \_\_\_\_\_ Garage Area \_\_\_\_\_

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

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

**Office Use Only:** Plan File # \_\_\_\_\_ Zoning \_\_\_\_\_  
 Municipality #: 30-241 State Seal #: \_\_\_\_\_ Certified Inspector #: \_\_\_\_\_

*\*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	\$ 150.00 Ea.	_____
NEW 1&2 FAMILY STRUCTURAL	\$ .32 Per Sq. Ft.	_____
WISCONSIN BUILDING SEAL	\$ 35.00 Per Seal	_____



**CITY OF KENOSHA  
DEPARTMENT OF NEIGHBORHOOD SERVICES AND INSPECTIONS**

**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 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)**

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 33.08)**

All properties occupied between May 1, and September 15, shall require the following:

- All property owners shall agree to stabilize the property prior to occupancy (see below for further explanation):
  - Yard areas shall be stabilized with non-channel erosion control matting and yard installation completed no later than 30 days after occupancy is approved
  - Any soil or dirt piles shall be removed prior to occupancy
- All properties to be occupied between September 16, and April 30, shall require the following:
  - Yard areas shall be stabilized with non-channel erosion control matting
  - Final seeding or sodding shall be completed no later than June 1, of the following year

**Please sign and return to the Department of Neighborhood Services and Inspections**

**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 the manner provided by ordinance standards.

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

\_\_\_\_\_  
(Subdivision)

\_\_\_\_\_  
(Date)

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

**Exterior Building Variation Agreement**  
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 (**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 \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

**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.