



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

**APPLICATION PACKET
FOR
ACCESSORY BUILDING PERMIT**

Project Address _____

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

1. _____ Accessory Building permit application
2. _____ One (1) plat of survey prepared by a Professional Land Surveyor, licensed by the State of Wisconsin (see attachment). The survey must show all existing buildings, proposed accessory building, setbacks from property lines, distances from all accessory structures, proposed drainage patterns, and proposed changes to existing yard grade
3. _____ One (1) full size set of plans ; AND
_____ One (1) additional set of plans (size 8 1/2" x 11" or 11" x 17")
4. _____ Cautionary Statement (required if the property owner is listed as the contractor); OR
State Licensing (required if a contractor is listed)
5. _____ City Development Authorization (required for
commercial or multi-family properties: _____)

Note: Upon plan review or as a result of a field inspection, the Code Official may determine that an erosion control permit and/or installation of erosion control measures are required.

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 ACCESSORY BUILDING PERMIT

This document must be legible or will be returned.
 You will be notified when your permit is ready; please do not submit payment with permit application.

Project Address _____

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 \$ _____ Project Name (if commercial or multi-family property): _____

Corner Lot: Yes _____ No _____ Square Footage of Accessory Building _____

Accessory Building Size: _____ by _____ Height _____

Setbacks in feet from property lines: Front _____ Rear _____ Left _____ Right _____

CHECK ONE: One-family Two-family Multi-family Commercial

Indicate type of accessory building: Garage Shed Gazebo Greenhouse Pavilion

Other _____ Tent - (Specify dates for tent: From _____ To _____)

Is an existing garage or shed being torn down? Yes No (If yes, a raze permit application must be completed and submitted with this permit application)

Office Use Only: Zoning _____ Zoning Review and Approval _____

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 of the permit information herein 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	QUANTITY
ACCESSORY BUILDING MINIMUM	\$ 60.00 Ea.	_____
PLAN REVIEW	\$ 60.00 Ea.	_____
ZONING PLAN REVIEW	\$ 60.00 Ea.	_____



ACCESSORY BUILDING INFORMATION SHEET

For Residential Accessory Buildings:

1. The following building setbacks are required, as measured from property lot lines.

Zoning Districts:	Front:	Interior Side:	Side Street Lot Line:	Rear:	Distance From Another Building on Lot:	Suggested Overhang:
TRD-1, TRD-2	70' (Unless otherwise approved by City Development)	4'	15'	4'	5'	8"
RS-1, RM-2, RR-3	70'	4'	20'	4'	5'	16"
RS-2	70'	3'	20'	3'	5'	12"
RD, RM-1	70'	2'	20'	2'	5'	8"
RS-3, RG-1, RG-2	70'	2'	15'	2'	5'	8"

- Garages in the **RG-1, RG-2, and RS-3** zoning districts shall not exceed the size of the footprint of the house.
- Any combination of buildings, structures, driveways, aprons, sidewalks, or other surfaces which are impervious to water in lots zoned **RS-1, RS-2, RS-3, RG-1, and RG-2** may not exceed 60% of the total lot area.
- Any combination of buildings, structures, driveways, aprons, sidewalks, or other surfaces which are impervious to water in lots zoned **RD, RR-1, RR-2, and RR-3** may not exceed 50% of the total lot area.
- At least three (3) days PRIOR to any digging, call Digger’s Hotline at 1.800.242.8511.
- Maximum allowable building height is sixteen feet (16'), as measured from the grade of the front of the building.
- Driveways at houses built after 1980 need nine feet (9') between the property line and the residence.
- The total ground area covered by all accessory buildings associated with one- and two-family residential properties, shall not exceed fifteen percent (15%) of the lot area; or, 840 square feet, whichever is less.

Example: Lot width (50') x lot depth (100')
 Total area = 5,000 sq. ft.
 $\times 15\%$
 750 sq. ft. = maximum ground area that can be covered by all accessory buildings.

ACCESSORY BUILDING INFORMATION SHEET – Page Two

RESIDENTIAL CONSTRUCTION STANDARDS:

- Slab: All organic material to be removed, and a minimum thickness of four inches (4") of concrete is required.
- Base Plate: Single two inch by four inch (2" x 4") pressure treated lumber, with anchor bolts, no less than one-half inch (1/2") in width, spaced no more than eight feet (8') apart.
- Top Plate: Double two inch by four inch (2" x 4") construction grade lumber.
- Wall Studs: Two inch by four inch (2" x 4") construction grade lumber with a maximum spacing of twenty-four inches (24"), and a maximum wall height of ten feet (10').
- Rafters: Maximum spacing of twenty-four inches (24"). Rafter size will vary depending on the span.
- Roofs: Tie-down clips are required.
- Collar Ties: Required at every third rafter, with maximum spacing of forty-eight inches (48").

Note: Dimensions and standards listed above are code requirements. Specific structural conditions must be determined by the owner or contractor, and approved by the building inspector.

INSPECTIONS REQUIRED:

- Footing: When footing is excavated and formed; or, slab is formed and sand/gravel cushion and reinforcement is in place.
- Rough-in: For any plumbing, heating, or electrical work that is involved.
- Framing: When all framing is complete and all mechanical is installed, but before insulating. Garages, where framing will not be covered on the inside, do not require a framing inspection.
- Insulation: When all wall insulation is in place and ceiling and wall vapor barriers are in place.
- Final: When all work is complete and before garage is occupied or used for any purpose.

ACCESSORY BUILDING INFORMATION SHEET – Page Three

SURVEY REQUIREMENTS FOR CONSTRUCTION OF ACCESSORY BUILDINGS:

Why is a Survey Required?

A property survey is required for all proposed accessory buildings. Land and its improvements are a major financial investment; therefore, all land ownership boundaries, corners, features, and improvements should be located, monumented, and mapped by a property survey and filed in public records. A survey will verify that planned improvements are in compliance with zoning setbacks and coverage requirements.

What is a Property Survey?

A property survey is a detailed plan of the lot with all existing and proposed improvements shown on the plan. (See Exhibit 1)

Who Prepares the Property Survey?

A property survey must be prepared by a Professional Land Surveyor who is licensed by the Wisconsin Department of Regulation & Licensing. The surveyor will stamp and certify the survey document.

What is Required to be Shown on the Survey?

1. The property owner's name, the assessor's parcel number, and the site address.
2. All property lines, all easements (utilities, access, etc.), and site dimensions.
3. Exact location and dimensions of all existing and proposed buildings, distances between existing and proposed buildings, and distances from existing and proposed buildings to all property lines.
4. Lot size and all adjacent public streets, alleys, and roadways.
5. Location of all impervious surfaces on the lot (i.e., patios, sidewalks, existing and/or proposed driveways).
6. Identity of each building by its use (garage, residence, etc.), including decks, retaining walls, etc.
7. Owner must be able to show corner irons on the site to the satisfaction of the building inspector.
8. Proposed drainage patterns and proposed changes to existing yard grade.

This is a guide to the most common questions and problems.
It is not intended, nor shall it be considered, a complete set of requirements.

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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 Licensee's Print
 Qualifier Number: _____ Signature: _____ Name: _____
OR
 City of Kenosha Licensee's Print
 HVAC License: _____ Signature: _____ 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.

**CAUTIONARY STATEMENT TO CONTRACTORS FOR
PROJECTS INVOLVING BUILDING BUILT BEFORE 1978**

If this project is in a dwelling or child-occupied facility, built before 1978, and disturbs six (6) sq. ft. or more of paint per room, 20 sq. ft. or more of exterior paint, or involves windows, then the requirements of Ch. DHS 163 requiring Lead-Safe Renovation Training and Certification apply. Call 608.261.6876 or go to <http://dhs.wisconsin.gov/lead/WisconsinRRPRule.htm> for details of how to be in compliance.

WETLANDS NOTICE TO PERMIT APPLICANTS

You are responsible for complying with state and federal laws concerning the construction near or on wetlands, lakes, and streams. Wetlands that are not associated with open water can be difficult to identify. Failure to comply may result in removal or modification of construction that violates the law or other penalties or costs. For more information, visit the Department of Natural Resources wetlands identification web page or contact a Department of Natural Resources service center.

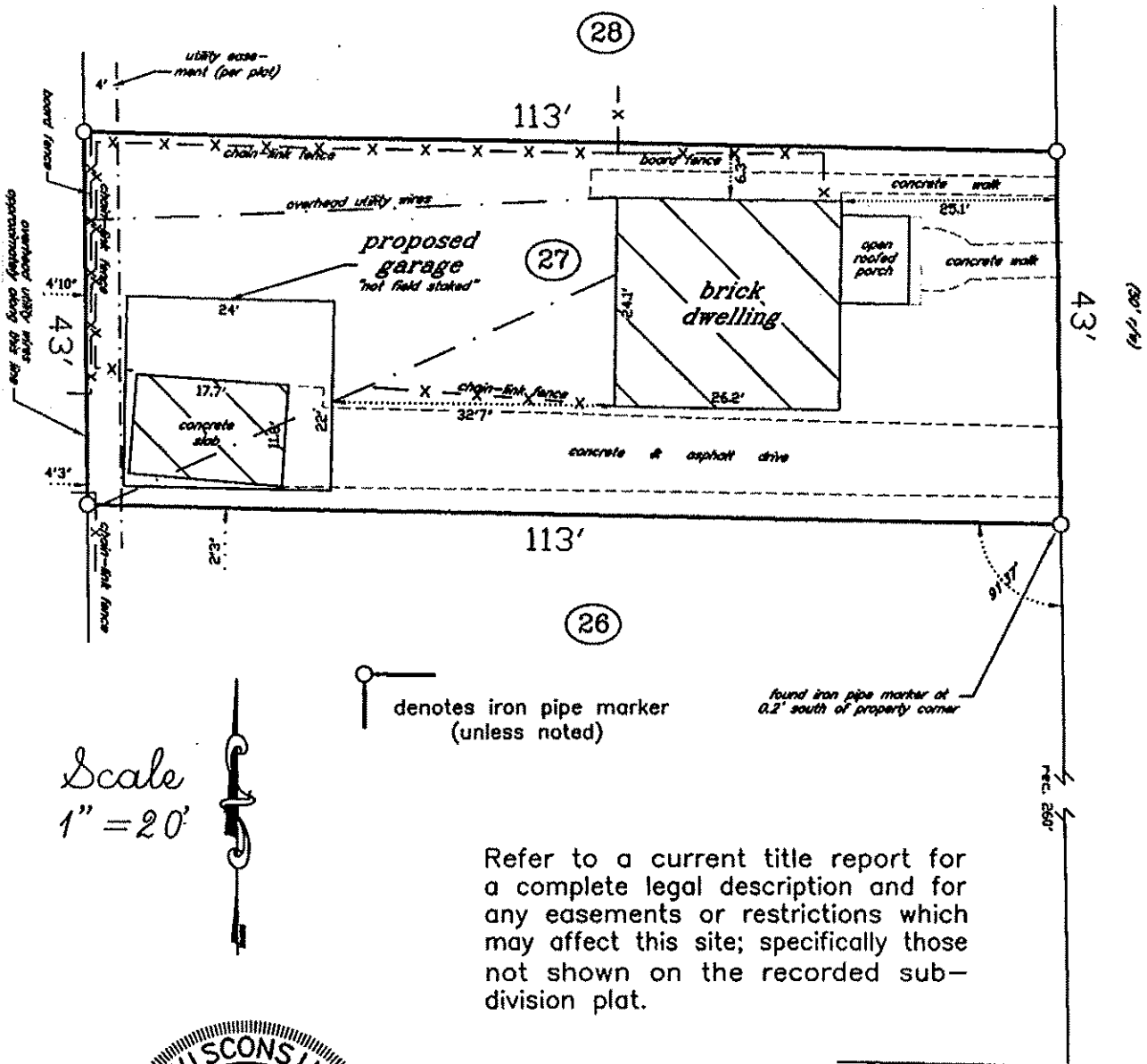
**ADDITIONAL RESPONSIBILITIES FOR
OWNERS OF PROJECTS DISTURBING ONE OR MORE ACRE(S) OF SOIL**

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: _____

address:

tax key parcel no.:



Scale
1" = 20'



I hereby certify that this property was surveyed under my direction. This plat is a true representation thereof.

Reg. Land Surveyor
Date

Refer to a current title report for a complete legal description and for any easements or restrictions which may affect this site; specifically those not shown on the recorded subdivision plat.

Plat of Survey of
LOT
SUBDIVISION
in 1/4 Section
CITY OF KENOSHA
KENOSHA COUNTY, WIS.

-for-
Name