



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
 INSTITUTIONAL ALTERATION PERMIT**

Project Address _____

Office Use Only:

For an Interior Alteration:

Please complete and submit the following:

- _____ Institutional Alteration permit application
- _____ One (1) set of plans (State-approved if over 100,000 cubic feet)
- _____ One (1) additional set of plans in pdf format (e-mail to grohde@kenosha.org)
- _____ Cautionary Statement (required if the property owner is listed as the contractor); **OR**
 State Licensing (required if a contractor is listed)

Describe proposed work: _____

Fire Department Approval:

For an Exterior Alteration (including, but not limited to, window or door replacement):

Please complete and submit the following:

- _____ Institutional Alteration permit application
- _____ One (1) set of plans
- _____ One (1) additional set of plans in pdf format (e-mail to grohde@kenosha.org)
- _____ Cautionary Statement (required if the property owner is listed as the contractor); **OR**
 State Licensing (required if a contractor is listed)

_____ City Development Authorization: _____
 Describe proposed work: _____

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



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**APPLICATION FOR
 INSTITUTIONAL ALTERATION PERMIT**

This document must be legible or will be returned.

Project Address _____

Project Name _____

*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."

Project Contact Person _____
 (not contractor)

Project Contact Phone (_____) _____
 (not contractor)

Estimated Cost (excluding plumbing, electric, and HVAC) _____

Check one (or both, if applicable): Exterior Alteration Interior Alteration

Proposed Use _____ Square Feet _____

For Office Use Only:

Plan File # _____ Zoning _____ Review Chapter _____

OCCO needed: Yes No OCEX 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. 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	PLAN REVIEW SQUARE FEET	FEE	QTY
ALTERATIONS	\$ 12.00 per \$1,000 of estimated cost	_____	0-1,000	\$ 180.00	_____
MINIMUM FEE	\$ 120.00 Ea.	_____	1,001-2,500	\$ 300.00	_____
ZONING PLAN REVIEW	\$ 60.00 Ea.	_____	2,501-5,000	\$ 420.00	_____
			5,001-10,000	\$ 540.00	_____
			10,001-20,000	\$ 670.00	_____
			20,001-30,000	\$ 780.00	_____
			30,001-40,000	\$ 900.00	_____
			40,001-50,000	\$ 1,020.00	_____
			50,001-75,000	\$ 1,140.00	_____
			75,001-100,000	\$ 1,260.00	_____
			100,001-200,000	\$ 1,380.00	_____
			Over 200,000	\$ 1,800.00	_____



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.

**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/WisconsinRRPRRule.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: _____