



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
 RAZING A BUILDING PERMIT**
(Residential/Multi-family/Commercial)

Project Address _____

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

- _____ Razing permit application (this item is all that is needed for residential accessory buildings; i.e., sheds and garages).
- _____ Sewer and Water disconnection permit application (signed by a Wisconsin-licensed Plumber/Utility Contractor).
- _____ Utility signoff sheet.
- _____ An original performance bond in an amount equal to or greater than the cost of the demolition project. The bond needs to be "job specific" with the address of the project listed.
- _____ Proof of comprehensive Liability Insurance in the amount of One Million Dollars (\$1,000,000.00) per occurrence and per person and Fifty Thousand Dollars (\$50,000.00) property damage.
- _____ Asbestos documentation (see utility sign-off sheet attached).
- _____ A copy of the "Notification of Demolition and/or Renovation and Application for Permit Exemption" (see enclosed form). (The DNR does not require this form for one- and two-family razes unless the property is part of a larger project). The original shall be submitted to the following DNR offices in accordance with the attached instructions:

Department of Natural Resources
 Asbestos Coordinator, AM/7
 Bureau of Air Management
 P.O. Box 7921
 Madison, WI 53707-7921

DNR - Southeast Region
 P.O. Box 12436
 Milwaukee, WI 53212
 414.263.8500

Department of Health & Family Services
 Division of Public Health - Asbestos/Lead (Pb) Section
 P.O. Box 2659
 Madison, WI 53701-2659
 608.261.6876

- _____ A permit to replace curb cut/driveway approach (Department of Public Works, 625 52nd Street, Room 305, Phone 262.653.4050).

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
 RAZING A BUILDING PERMIT**

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 to Contractor:** Please see attached "State Licensing Requirements."

Estimated Cost _____ Business Name _____

The raze is being performed on the following type property:

Single-family _____ Two-family _____ Multi-family _____ Commercial _____

To be razed (check one): Principal Building _____

Accessory Building _____ (circle one: garage, shed, other _____)

Number of Units _____ Square Footage of Building to be Razed _____

Note: Please use separate application for each building to be razed.

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	QUANTITY
Raze Principal Building	\$ 90.00 Ea.	_____
Raze Accessory Building	\$ 60.00 Ea.	_____
Raze Principal Building (per-square-footage fee)	\$.12 per sq. ft.	_____



SIGN-OFF DEPARTMENTS FOR SECURING A RAZING PERMIT

**NUMBERS ONE THROUGH FOUR BELOW MUST
BE COMPLETED PRIOR TO SECURING A RAZING PERMIT**

Address of Property Being Razed

1. Dump site location: _____

Equipment to be used for hauling debris: _____

2. Water meter and service removed:

Approved: _____ Date _____
Water Department

3. Gas meter(s) and service(s) removed:

Approved: _____ Date _____
Service Department
WE Energies

4. Electric meter(s) and services(s) removed:

Approved: _____ Date _____
Meter Department
WE Energies

Note: After permit approval, the plumbing and building inspector will do their inspections and sign off.

5. Sewer and water lines capped at front property line:

Approved: _____ Date _____
Plumbing Inspector, Kevin Mikolas
Neighborhood Services and Inspections

6. Asbestos materials exist upon or within the structure: _____ Yes _____ No
(Documentation from Wisconsin Licensed Inspection firm required)

Approved: _____ Date _____
Building Inspector, Rick Hillesland
Neighborhood Services and Inspections

GUIDELINES FOR RAZING STRUCTURES

All Raze Permits shall be subject to the following conditions:

1. **Permit Term.** The razing of a building shall be completed within thirty (30) days after the date the permit was issued. The code official may at his/her discretion extend the permit term for cause. "Cause" shall mean the inability of the permittee to act due to circumstances beyond permittee's reasonable control upon the exercise of due diligence.
2. **Inspection of Work.** Work done under a raze permit is subject to inspection by the code official who shall have the authority to order corrective work. Failure to follow the orders of the code official, or to complete the raze in accordance with this code, shall give the code official authority to seek restitution from the required bond.
3. **Foundation of Razed Building.** Whenever a building has been razed, the foundation thereof, if any, shall be leveled to at least one foot (1') below grade and filled in with ninety-five percent (95%) noncombustible fill material with the top two feet (2') of fill material being of dirt or sand. No combustible material may be placed in said foundation.
4. **Site Grading.** Whenever a building has been razed, the site shall be graded with a minimum of three inches (3") of topsoil, with seed and mulch or sod applied to cover the entire disturbed area.
5. **Driveway Approaches.** All driveway approaches shall be replaced with curb and gutter and any damaged curb or sidewalk shall be replaced. See City of Kenosha, Public Works Department, for construction standards.
6. **Disposal of Debris.** The permit holder shall dispose of all building debris in a licensed landfill, except for salvaged materials. At any time, the license holder shall provide to the code official receipts and/or an itemized list of debris disposed of by dumping or salvage.
7. **Site Safety and Security.** The permit holder shall, during the razing process, maintain the razing site in a safe and secure condition, and the license holder shall promptly report any personal injury and property damage to the code official. The code official may require additional safety and security methods, including fencing and gating, as deemed necessary to protect the site and restrict access to the public.

Other Information:

Subsurface tanks or pits that are no longer used as a private sewage system shall be abandoned by complying with ALL of the following:

- Disconnecting all piping to tanks or pits
- Sealing all disconnected piping in accordance with Section COMM 82.21 (2) (h)
- Pumping and disposing of contents from all tanks and pits
- Removing all tanks removing covers of tanks or pits, and filling with soil, gravel, or inert solid material
- The site shall be graded with a minimum of three inches (3") of black dirt
- The site shall be seeded and mulched (or sodded) over the entire area that has been disturbed

Inspection Approvals Required:

1. From the Department of Neighborhood Services and Inspections at 262.653.4263:
 - Sewer and water abandonment (prior to commencement of razing of structure)
 - Storm sewer abandonment (prior to commencement of razing of structure) unless otherwise approved by the Department of Public Works
 - Septic system/tank abandonment (prior to commencement of razing of structure)
 - Foundation (after breaking walls down and prior to backfilling)
 - Final inspection (after grading, seeding and mulching, or sodding is completed)
2. From the Kenosha Water Utility at 262.653.4300:
 - Well abandonment (prior to covering)

For the **Notification of Demolition and/or Renovation Form and Application for Permit Exemption (forms 4500-113)** from the State of Wisconsin, Department of Natural Resources, please see the following website:

<http://dnr.wi.gov/air/compenf/asbestos/index.htm>