



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
RESIDENTIAL ADDITION PERMIT**

Project Address _____

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

- _____ Residential Addition permit application
- _____ Occupancy Residential permit application
- _____ Erosion Control Residential permit application with:
 - _____ Two (2) sets of erosion control plans
- _____ 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)
- _____ Certificate of Compliance for Residential Additions
- _____ Heat loss calculations for entire dwelling **or** letter from HVAC contractor which states the existing furnace is sufficient to heat the addition
- _____ One (1) plat of survey showing all existing buildings and the proposed addition
- _____ One (1) site plan showing setbacks from property lines and distances from all accessory structures
- _____ One (1) set of complete floor plans showing door and window sizes, and hallway and room dimensions
 - _____ One (1) additional set of floor plans (size 8 1/2" x 11" or 11" x 17")
- _____ 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")
- _____ Cautionary Statement (required if the property owner is listed as the contractor); **OR** State Licensing (required if a contractor is listed)

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
 RESIDENTIAL ADDITION PERMIT**

This document must be legible or will be returned.

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 (excluding plumbing, electric, and HVAC) _____

Square Feet _____ Height _____

Type of Addition _____

Type of Use: Single-family Two-family

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

Setbacks:

Front _____ Rear _____ Left Side _____ Right Side _____

For Office Use Only:

Zoning: _____ Plan File #: _____

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	\$ 60.00 Ea.	_____
NEW 1&2 FAMILY STRUCTURAL	\$.50 Per Sq. Ft.	_____
MINIMUM FEE	\$ 120.00 Ea.	_____
ZONING PLAN REVIEW	\$ 60.00 Ea.	_____

**Certificate of Compliance for Residential Additions
In accordance with Section 3.0 of the City of Kenosha Zoning Ordinance**

In order for my project to be approved, I understand that all six items under Section A below must be checked and adhered to.

Section A:

- Covered porch or stoop is defined by columns, railings, posts, etc. (Covered porch or stoop may extend into front setback by up to six feet).
- Porch/stoop covering is no higher than twelve feet above porch and is a minimum of 30% solid construction.
- The footprint of attached garage is less than the footprint of the house.
- If most of the surrounding houses have detached garages, and this project is proposing an attached garage, the garage must be less than 50% of the width of the house (less than 60% in RR1, RR3, RS1, RS2, and RD zoning); and, located even with or set back from the front of the existing house (it may extend ten feet in front of the house in RR1, RR2, RR3, RS1, RS2, and RD zoning if a 25 square foot covered porch is included in the project).
- There is a minimum requirement of a nine square foot window or other opening per story, per side.
- Addition does not vary more than one story from adjacent houses.

In addition, I also understand that in order for my project to be approved, I must check and adhere to a minimum of three items under Section B below.

Section B:

- Orientation of the entire building matches that of surrounding properties.
- Visual size of the entire project when complete does not vary more than 125% larger or smaller than the adjacent houses.
- If the surrounding area has predominantly raised porches, the project also requires a raised porch.
- Building materials match the prevailing style on surrounding houses.
- Roof slope and orientation match the prevailing style on surrounding houses.

The undersigned hereby agrees to fully comply with the requirements of Chapter 3.0 of the City of Kenosha Zoning Ordinance 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.

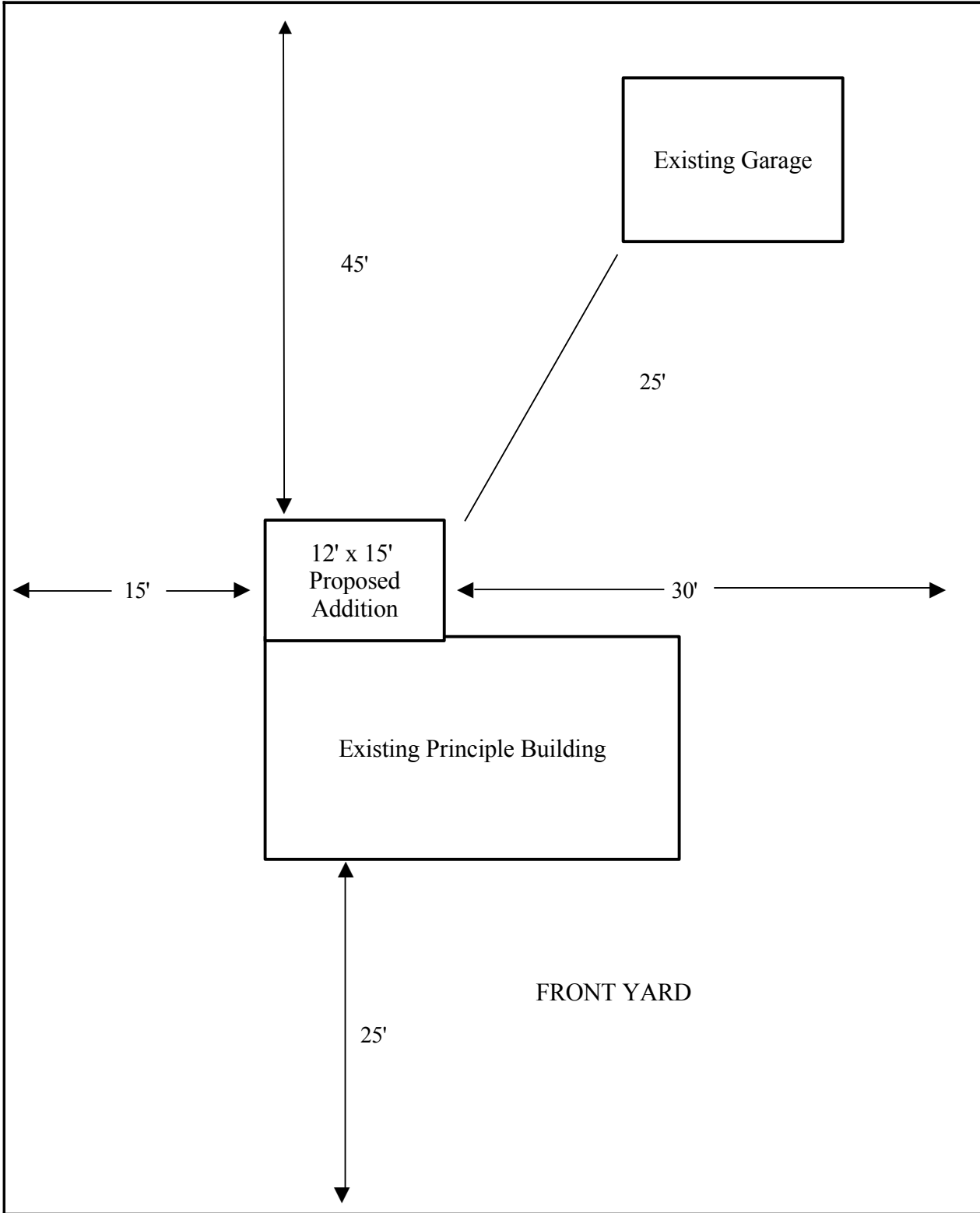
Applicant _____

Date _____

Address _____

Phone _____

EXAMPLE DRAWING:



Property Owner: _____ Address: _____



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: _____



**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 _____