



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 ALTERATION PERMIT**

Project Address _____

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

1. _____ Residential Alteration permit application
2. _____ Occupancy Residential permit application
3. _____ Plumbing permit application (signed by a Wisconsin-licensed Master Plumber)
4. _____ Electrical permit application (signed by a Wisconsin-licensed Master Electrician)
5. _____ HVAC permit application (signed by an individual that possesses a City of Kenosha HVAC license **OR** a State of Wisconsin HVAC Qualifier license)
6. _____ One (1) set of complete floor plans showing door and window sizes, and hallway and room dimensions of the altered area
 _____ One (1) additional set of floor plans (size 8 1/2" x 11" or 11" x 17")
7. _____ 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")
8. _____ If you are not submitting floor plans or cross section drawings (items 6 and 7 above), please check item #8 and explain why below:

9. _____ 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 ALTERATION 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) _____

Type of alteration _____

Type of Use: Single-family Two-family

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

For Office Use Only:

Plan File #: _____

Zoning: _____ 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 ALTERATIONS	\$ 60.00 Ea.	_____
MINIMUM FEE	\$ 12.00 Per \$1,000 of estimated cost	_____
ZONING PLAN REVIEW	\$ 60.00 Ea.	_____
	\$ 60.00 Ea.	_____

CITY OF KENOSHA
ONE- AND TWO-FAMILY ALTERATION AND REMODELING STANDARDS

Purpose

To provide uniform construction standards for interior alteration and remodeling of existing one- and two-family dwellings.

Scope

These provisions shall apply to all existing one- and two-family dwellings constructed prior to June 1, 1980.

The construction or renovation of any area into an additional living unit shall be prohibited until receiving zoning review and approval.

Dwellings classified as existing non-conforming structures are limited to minor repairs and alterations relative to safety, exiting, and sanitation only.

All new installations of structural, electrical, plumbing, heating, ventilation, and air-conditioning shall be installed in conformance with current building, electric, plumbing, and heating codes.

If the total area of renovation or remodeling exceeds 50% of the entire existing floor area (all floors included) the entire dwelling shall be made to conform with the current building, plumbing, electric, and heating codes.

In the event that the structural integrity of an area to be renovated is questionable, the code official may require that a State-licensed structural engineer verify the structural integrity of the area to be renovated.

All work shall be executed and installed in a workmanlike manner. The determining authority shall be the code official.

Appeals

Appeals of standards, except for the State code requirements, shall be made in writing to the Director of the Department of Neighborhood Services and Inspections.

Construction Standards (as required by COMM 21-25, Uniform Dwelling Code)

1. Stairways shall conform to the following:
 - a. Riser height shall be 8" maximum
 - b. Tread depth shall be 9" minimum
 - c. Headroom shall be 76" minimum
 - d. Stair width shall be 36" minimum
 - e. Handrail height shall be 30" minimum and 38" maximum, with 1 1/2" wall clearance

- f. Handrail gripping area shall be a maximum width of 2-7/8" if rectangular, and a maximum width of 2" if round
- g. Guardrail height shall be 36" minimum
- h. Intermediate baluster spacing shall be 4" maximum
- i. Landings shall be 36" x 36" minimum

Exception:

Existing stairways not being altered or replaced may remain in use if they are in good repair and meet the following criteria:

- j. Riser height does not exceed 8 1/4"
 - k. Tread depth is not less than 8 1/2"
 - l. Headroom is a minimum of 72"
 - m. Stairway width is at least 34"
 - n. Intermediate baluster spacing is no more than 6"
- 2. All habitable rooms shall be provided with natural light equal to 8% of the floor area of the room.
 - 3. All habitable rooms shall be provided with natural ventilation by means of openable windows. The total openable area of the window shall be equal to 45% of the paned area of the window.
 - 4. All habitable rooms shall have a minimum ceiling height of 7' for a minimum of 50% of the floor area. Beams and ducts shall not encroach more than 8" into the ceiling area below the minimum ceiling height.

Exception:

Existing areas with a minimum ceiling height of 6' 8", with no framing restructuring involved.

- 5. A smoke detector shall be provided in every bedroom. At least one additional smoke detector shall be provided on each floor. Smoke detectors shall be wired to the house current, and shall be provided with battery backup.

Exception:

Where wall and ceiling finishes are not removed, installation of battery operated smoke detectors is acceptable.

- 6. Interior doors shall be a minimum of 32" in width, unless at least 50% of the existing doors in the dwelling are a minimum of 32" in width or have a net clear opening of 30".
- 7. Bathrooms and toilet rooms shall comply with the following:
 - a. Bathrooms and toilet rooms shall provide privacy
 - b. Bathrooms and toilet rooms shall not constitute the only passageway to a hall or other space, or to the exterior

- c. All required fixtures (water closet, lavatory, and tub) shall be contained in the same room
 - d. Every bedroom shall have access to at least one water closet and one lavatory without having to pass through another bedroom
8. Exiting shall conform with the following:
- a. Each exit door shall be a minimum of 36" wide and 6' 8" in height.
 - b. Each floor level shall be provided with two (2) exits as follows:
 - 1) Basement - at least one interior stairway to the first floor plus one approved egress window to exterior grade per bedroom. The minimum clear opening of the egress window shall be no less than 20" x 24."
 - 2) First floor - two (2) standard exits to grade.
 - 3) Second floor - one interior stairway to the first floor plus one approved egress window per bedroom.
 - 4) Third floor - one interior stairway to the second floor plus either a second interior stairway to the second floor, or an exterior stairway to grade, or an exterior stairway to a second-floor jump platform.
 - c. Exits shall be located as far apart as practical
 - d. Exterior stairs installed above the first-floor level, to provide exiting from a dwelling unit shall not be installed on the front of any residential building.
9. Insulation of walls and ceilings shall conform with the following:
- a. Walls shall be insulated to R-13 minimum
 - b. Sloped ceilings shall be insulated to R-19 minimum
 - c. Ceilings shall be insulated to R-30 minimum

Exception:

Where wall or ceiling coverings are not removed, the existing insulation is acceptable.

Electrical Standards (as required by COMM 16 Electrical Code, The National Electric Code (NEC), and Chapter Nine Building Code, City of Kenosha.)

- 1. Every dwelling unit shall be serviced by no less than a three wire 60 amp service, protected with fusetate fuses or circuit breakers; and, the service shall be sufficient to support any load imposed upon it.
- 2. Every habitable room shall have receptacle outlets located a minimum of 6' from any wall opening, but in no case more than 12' apart.

Exception:

Where no wall coverings are removed, the existing receptacle outlet spacing is acceptable, provided there are at least two separate and remote receptacles located in the room.

3. Every habitable room shall contain one wall or ceiling type light fixture which is controlled by a remote switch.

Exception:

In the absence of a wall or ceiling type light fixture, one of the two required receptacle outlets shall be controlled by a remote switch.

4. Every laundry area shall contain at least one 20 amp GFCI (ground fault circuit interrupter) protected receptacle outlet on its own dedicated circuit.
5. Every bathroom shall contain at least one receptacle outlet located adjacent to the lavatory. Replacement receptacles shall be GFCI (ground fault circuit interrupter) protected.
6. Every bathroom shall contain at least one wall or ceiling type light fixture.
7. Every kitchen shall contain at least three receptacle outlets on 2 separate small appliance circuits, plus a switch-controlled ceiling light fixture which is installed on a general lighting circuit. Replacement receptacles shall be GFCI (ground fault circuit interrupter) protected.
8. All stairs shall be lighted by a three-way switch operable from the top and bottom of the stairs.
9. Every exit shall be lighted on the exterior by a switch-controlled light fixture.

Plumbing Standards (as required by COMM 81-87)

1. Every dwelling unit shall contain its own bathtub or shower, water closet, bathroom sink, and kitchen sink.
2. Every sink, bathtub, shower, drinking fountain, laundry facility, or other plumbing fixture, or appliance shall be properly connected to the public water system.
3. Each sink shall be supplied with hot or tempered, and cold water.
4. Every dwelling unit shall be provided with water heating facilities properly installed and in good working order. Gas burning water heaters shall not be installed in any bathroom, toilet room, or any habitable room.

5. All plumbing fixtures shall be properly connected to the public sewer and treatment system.
6. Every plumbing stack, vent waste and sewer line shall be maintained in good working order, with no leaks.

Heating, Ventilating and Air Conditioning Standards (as required by COMM 21-25 Uniform Dwelling Code)

1. When adding additional living area to a dwelling unit, the heating, ventilating, and air-conditioning system shall be verified to be sized accordingly to handle the additional area. Verification of adequacy shall be by the code official, or at the code official's request, a City-licensed HVAC contractor.
2. Every bathroom or toilet room shall be equipped with a mechanical ventilation system. Air exhausted by the system shall discharge directly to the outdoors and shall not be recirculated.
3. Every habitable room shall have at least one heating supply vent and be provided with adequate cold air returns.
4. Cold air returns shall not be installed in bathrooms or kitchens.
5. All fuel burning appliances shall be properly installed and attached to an approved chimney or vent.
6. No portable solid, liquid, or gaseous fuel burning appliances are allowed.
7. Portable heating appliances shall not be used to meet minimum heating requirements.
8. All manufacturer clearance requirements for fuel burning appliances shall be maintained.



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/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: _____



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**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
- 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