



**APPLICATION PACKET  
 FOR TWO-FAMILY NEW BUILDING PERMIT**

Owner: \_\_\_\_\_

Subdivision Name and/or Lot No. \_\_\_\_\_

I understand that this submittal for construction permits will be reviewed for correctness and accuracy, and the review will take approximately ten (10) working days. I will be notified by mail when my permits are ready to be issued. I also understand that should any of the attached submittals be incomplete, I will be contacted to pick up the entire submittal, make any corrections, and return the entire package for review.

In the event that I am contacted to pick up the submittal, and do not do so, the project will be considered abandoned and all previously submitted information will be discarded.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

- \_\_\_\_\_ Two-family permit application
- \_\_\_\_\_ Kenosha Water Utility Fees permit application
- \_\_\_\_\_ Occupancy Residential permit application
- \_\_\_\_\_ Park Impact Fee application
- \_\_\_\_\_ Erosion Control Residential permit application
  
- \_\_\_\_\_ Exterior Sewer/Water Lateral permit application (signed by a Wisconsin-licensed Plumber/Utility Contractor)
- \_\_\_\_\_ 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)
- \_\_\_\_\_ Signed driveway/sidewalk form
- \_\_\_\_\_ Exterior Building Variation Agreement
- \_\_\_\_\_ Certificate of Compliance for zoning districts RS3, RG1, RG2
- or**
- \_\_\_\_\_ Certificate of Compliance for zoning districts RR1, RR2, RR3, RS1, RS2, RD
- \_\_\_\_\_ Two (2) complete sets of heat-loss calculations
- \_\_\_\_\_ Copy of City-approved drainage plan for this lot (available from Public Works Department, Room 305)
- \_\_\_\_\_ Proposed lot grading plan checklist
- \_\_\_\_\_ Three (3) certified surveys
- \_\_\_\_\_ Two (2) erosion control drawings
- \_\_\_\_\_ Three (3) complete sets of blueprints
- \_\_\_\_\_ One (1) additional set of blueprints (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)
  
- \_\_\_\_\_ Tree permit if lot is over 20,000 square feet in area

*Sidewalks and driveway approaches shall be installed **prior** to occupancy of premises.*

*In winter months a performance bond or escrow shall be submitted to the Public Works Department prior to occupancy.*

**INFILL LOT INFORMATION:**

Will construction take place on a vacant parcel located in a built-up area? Yes \_\_\_\_\_ No \_\_\_\_\_

If YES, before submitting this application packet to Neighborhood Services and Inspections:

- Engineering Division, Public Works Department, Room 305, must sign off on one survey regarding drainage.
- Engineering Division, Public Works Department must attach an address assignment form to this packet.
- Request a Sanitary Sewer and Water Laterals Agreement.

**Note:**

- All documents must be legible or will be returned.
- You will be notified when your permits are ready; please do not submit payment with permit applications.



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

Office Use Only:

**APPLICATION FOR  
 TWO-FAMILY NEW BUILDING PERMIT**

Project Address \_\_\_\_\_ Lot # \_\_\_\_\_  
 Owner \_\_\_\_\_ \*Contractor \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ Mailing Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone (\_\_\_\_) \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
 Contractor e-mail \_\_\_\_\_

Height of Building \_\_\_\_\_ **\*Note to Contractor:** Please see attached "State Licensing Requirements."

Estimated Cost (excluding plumbing, electric, and HVAC) \_\_\_\_\_ Subdivision \_\_\_\_\_

Heat Loss: Conductive Losses \_\_\_\_\_ Infiltration Losses \_\_\_\_\_

Lot \_\_\_\_\_ Block \_\_\_\_\_ Construction Type: Manufactured \_\_\_\_\_ Site Built \_\_\_\_\_

Setbacks:  
 Front \_\_\_\_\_ Rear \_\_\_\_\_ Left \_\_\_\_\_ Right \_\_\_\_\_

Basement Area \_\_\_\_\_ Living Area \_\_\_\_\_ Garage Area \_\_\_\_\_

Elec: \_\_\_\_\_ amp Underground \_\_\_\_\_ Overhead \_\_\_\_\_ Type of Foundation \_\_\_\_\_

HVAC: gfa \_\_\_\_\_ elec. \_\_\_\_\_ A/C: Yes \_\_\_\_\_ No \_\_\_\_\_ Water Heat: gas \_\_\_\_\_ elec. \_\_\_\_\_

**Office Use Only:** Plan File # \_\_\_\_\_ Zoning \_\_\_\_\_  
 Municipality #: 30-241 State Seal #: \_\_\_\_\_ Certified Inspector #: \_\_\_\_\_

*\*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	\$ 180.00 Ea.	_____
NEW 1&2 FAMILY STRUCTURAL	\$ .50 Per Sq. Ft.	_____
WISCONSIN BUILDING SEAL	\$ 42.00 Per Seal	_____
ZONING PLAN REVIEW	\$ 60.00	_____



**CITY OF KENOSHA  
DEPARTMENT OF NEIGHBORHOOD SERVICES AND INSPECTIONS**

**Future One- and Two-family Property Owners  
and  
City of Kenosha Contractors**

Property owners intending to occupy a newly constructed one- or two-family dwelling prior to having the private driveway, landscaping, and/or public sidewalks and driveway approach installed, shall agree to perform said installations in accordance with the following standards. Please read carefully and sign below.

**DRIVEWAY INSTALLATION**

**(Code of General Ordinances - Section 9.24 C)**

All residential properties developed after June 1, 1994, require a paved driveway apron (the portion of the driveway on private property) installed within six (6) months of occupancy. Driveway aprons shall consist of a minimum of four-inch (4") bituminous concrete or asphalt.

**SIDEWALK/DRIVEWAY APPROACH INSTALLATION**

**(Code of General Ordinances - Section 5.05 C)**

All residential properties occupied between May 1, and September 15, require installation of public sidewalks and a driveway approach (the portion of the driveway between the sidewalk and street) prior to occupancy. This requirement shall apply only to properties adjacent to right-of-way's improved with curb and gutter.

For properties to be occupied between September 16, and April 30, with improvements yet to be completed, the property owner shall furnish a performance bond, irrevocable letter of credit, or escrow of money to the Public Works Department prior to receiving an occupancy permit.

**YARD AREAS**

**(Code of General Ordinances - Section 33.10)**

**All properties occupied between May 1, and September 15, shall require the following at the time of the request for final erosion control approval prior to occupancy:**

- Soil or dirt piles shall be removed from the site
- Yard installation shall be complete

**or**

Yard shall be stabilized with non-channel erosion control matting or another approved Best Management Practice (BMP)

- Submittal of an "Erosion Control Final Inspection Checklist"
- Submittal of a "Final Grading As-built Checklist"
- Submittal of a final "as-built" survey of the property

**All properties occupied between September 16, and April 30, shall require the following:**

- Soil or dirt stockpiles shall be removed from the site
- Yard area shall be stabilized with non-channel erosion control matting or another approved Best Management Practice (BMP)
- Final yard installation shall occur no later than June 16, of the following year
- A final "as-built" survey of the property shall be submitted upon yard completion
- A "Final Grading As-built Checklist" shall be submitted upon yard completion

**Note:** If final as-built elevations do not match the elevations on the approved building permit survey, the inspection shall fail and occupancy approval shall be withheld until the lot is graded to meet the City-approved grading and drainage plan.

**Please sign and return to the Department of Neighborhood Services and Inspections**

**Endorsement of this document** validates a commitment from the property owner that installation of the above-noted improvements will be completed within the timeframe allowed, and the manner provided by ordinance standards.

\_\_\_\_\_  
(Signature of Owner/Agent)

\_\_\_\_\_  
(Subdivision)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Lot#/Address)

**Exterior Building Variation Agreement**  
In accordance with Section 9.10 of the Code of General Ordinances  
Kenosha, Wisconsin

The exterior construction of the proposed one- or two-family residential dwelling to be located at \_\_\_\_\_ in the City of Kenosha is required to be varied from the residential units presently located on:

1. Lots which share a common side lot line and front upon the same street, including cul-de-sacs.
2. Corner lots and the adjacent lots facing the intersecting street.
3. Lots along the same street and facing each other where at least ten feet (10') of frontage is directly opposite the other lot(s), including cul-de-sacs.

The exterior building variation shall be deemed varied when the street-side view(s) is different with regard to one or more of the following (**circle at least one**):

1. Facade width and symmetry.
2. Roof-wall proportions.
3. The total number, type, or symmetrical location of doors, windows, or architectural properties; i.e., fixed window boxes, porches, dormers and the exterior building finish; i.e., horizontal banding, vertical banding, diagonal banding, brick, stone, and stucco.

**The undersigned hereby agrees to fully comply with the requirements of Section 9.10 of the Code of General Ordinances 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 \_\_\_\_\_



**City of Kenosha  
New One- or Two-family Building  
Proposed Lot Grading Plan Checklist**

This form must be completed, signed and certified by the certified surveyor, and submitted along with the property survey at the time of building permit application.

Address \_\_\_\_\_ Subdivision \_\_\_\_\_ Lot # \_\_\_\_\_

Property Owner \_\_\_\_\_

Proposed elevations shall be within a one inch (1") tolerance level from the City approved elevations.

**LOT GRADING**

<i>Property Lines</i>	<i>City Approved Elevation</i>	<i>Proposed Elevation</i>	<i>Difference (+/-)</i>
Front			
Left Side			
Right Side			
Rear			
Top of Foundation			
Yard Grade			

**PROPOSED BUILDING SETBACKS**

<i>Property Lines</i>	<i>City Approved Elevation</i>	<i>As Built Elevation</i>	<i>Difference (+/-)</i>
Front			
Left			
Right			
Rear			

*Note: This document is not valid unless it contains the surveyor signature and registration number*

**Surveyor** \_\_\_\_\_ **Registration #** \_\_\_\_\_ **Date** \_\_\_\_\_

## 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 Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_  
Qualifier Number: \_\_\_\_\_ Signature: \_\_\_\_\_ Name: \_\_\_\_\_

**OR**

City of Kenosha Licensee's Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_  
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: \_\_\_\_\_