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

1. _____ Accessory Building permit application
2. _____ Electrical permit application (if applicable)
3. _____ One (1) new plat of survey prepared by a Professional Land Surveyor, licensed by the State of Wisconsin (see attachment). The survey must show all existing buildings, proposed accessory building, setbacks from property lines, distances from all accessory structures, proposed drainage patterns, and proposed changes to existing yard grade
4. _____ For Residential Only: Cautionary Statement (required if the property owner is listed as the contractor); OR State Licensing (required if a contractor is listed)
5. _____ One (1) set of plans (size 8 1/2” x 11” or 11” x 17”, drawn at 1/4” scale)
6. _____ Will the grading of the property change as a result of constructing an accessory building?
   Yes _______ No_______
   If yes, please contact the Soil Erosion Specialist at 262.653.4247 prior to application submittal.

**Note:** Upon plan review or as a result of a field inspection, the Soil Erosion Specialist or Code Official may determine that an erosion control permit and/or installation of erosion control measures are required.

If at any time during or after the approval process you determine that you will not proceed with this project, please contact our office at 262.653.4263 to avoid paying the entire cost of the permit. Administrative and/or plan review fees will be charged. Any/all unpaid permit fees, along with an additional $100.00 Administrative Fee, will be processed as a special charge against the real estate upon which the service was performed.
APPLICATION FOR ACCESSORY STRUCTURE
Form #DCI101 (rev. 01/20)

Permit Fees:
New Construction: $180.00 ($60.00 Building Permit Fee, $60.00 Plan Review Fee, and $60.00 Zoning Review Fee)
Repair to Existing: $60.00 If work is started without first obtaining a permit, a penalty fee will be charged in accordance with Chapter 9.07C of the Code of General Ordinances

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

Project Address________________________________________
Project Name (if Commercial)_________________________
Property Owner_______________________________________
Contractor___________________________________________
Mailing Address_______________________________________
Mailing Address_______________________________________
City__________ State______ Zip__________ City__________ State______ Zip__________
Phone (_______)__________ Phone (_______)__________
Homeowner e-mail_______________________________
Contractor e-mail_______________________________

Estimated Cost_____________________________________

Corner Lot: Yes ______ No ______ Square Footage of Accessory Building_________________________

Accessory Building Size__________ by ____________ Height_________________________

Setbacks in feet from property lines: Front__________ Rear__________ Left__________ Right__________

CHECK ONE: One-family_____ Two-family____ Multi-family_____ Commercial_____

Indicate type of accessory building: Garage_____ Shed_____ Gazebo_____ Greenhouse_____ Pavilion_____
Other_________________________ Tent_____ - (Specify dates for tent: From _____________ to______________)

Is an existing garage or shed being torn down? Yes___ No___ (If garage or shed is 500 s.f. or greater, a Raze Permit is required.

NOTE: This permit is valid for six (6) months for residential projects and two (2) years for commercial projects. It is the applicant's responsibility to call for an inspection prior to the expiration of the permit.

Any general contractor* that performs work on a one- or two-family dwelling must possess the following two licenses:
1) Dwelling Contractor Certification number_________________________
2) Dwelling Contractor Qualifier Certification number_________________

Licenses are available through the Department of Safety and Professional Services (DSPS) at: http://dps.wi.gov

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 of the permit information herein is accurate. If I am the property owner applying for an erosion control or construction permit, I have read and signed the attached cautionary statement. 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.

Dwelling Contractor Qualifier Signature________________________________________ Date___________

Please Print Name________________________________________

*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.
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 BUILDINGS BUILT BEFORE 1978

If this project is in a dwelling or child-occupied facility, built before 1978, then the requirements of Ch. DHS 163 requiring Lead-Safe Renovation Training and Certification apply. For details of how to be in compliance, go to http://dhs.wisconsin.gov/lead/renovationrules.htm.

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 of the permit information herein is accurate. If I am the property owner applying for an erosion control or construction permit, I have read and signed the above cautionary statement. 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.

I vouch that I am or will be an owner-occupant of this dwelling for which I am applying for an erosion control or construction permit (of a single-family or two-family dwelling) without a Dwelling Contractor Certification and have read this Cautionary Statement regarding contractor responsibility. (Note: This form is not required for general contractors of multi-family or commercial buildings).

Project Address_______________________________________________

Property Owner's Signature________________________________   Date__________________________

Please Print Name_____________________________________________
City of Kenosha
APPLICATION FOR ACCESSORY PERMIT

Check One:
☐ Trusses
☐ Rafters

Slope

Collar ties every third rafter

Rafter size _________
Rafter on-center spacing: _________

Overhang

Building Height

Stud Height

Wall Height

Stud size _________
Stud on-center spacing: _________

Treated Sill

Grade

Grade

Department of City Inspections | 625 52 St Rm 100, Kenosha WI 53140 | Phone: 262.653.4263 | Fax: 262.653.4254 | email: bldgpermits@kenosha.org | kenosha.org
### ACCESSORY BUILDING INFORMATION SHEET

**For Residential Accessory Buildings:**

1. The following building setbacks are required, as measured from property lot lines.

<table>
<thead>
<tr>
<th>Zoning Districts:</th>
<th>Front:</th>
<th>Interior Side:</th>
<th>Side Street Lot Line:</th>
<th>Rear:</th>
<th>Distance From Another Building on Lot:</th>
<th>Maximum Overhang into “Setback” Area:</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRD-1, TRD-2</td>
<td>70'</td>
<td>4'</td>
<td>15'</td>
<td>4'</td>
<td>5'</td>
<td>16”</td>
</tr>
<tr>
<td></td>
<td>(Unless otherwise approved by CD&amp;I)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RS-1, RM-2, RR-3</td>
<td>70'</td>
<td>4'</td>
<td>20'</td>
<td>4'</td>
<td>5'</td>
<td>16”</td>
</tr>
<tr>
<td>RS-2</td>
<td>70'</td>
<td>3'</td>
<td>20'</td>
<td>3'</td>
<td>5'</td>
<td>12”</td>
</tr>
<tr>
<td>RD, RM-1</td>
<td>70'</td>
<td>2'</td>
<td>20'</td>
<td>2'</td>
<td>5'</td>
<td>8”</td>
</tr>
<tr>
<td>RS-3, RG-1, RG-2</td>
<td>70'</td>
<td>2'</td>
<td>15'</td>
<td>2'</td>
<td>5'</td>
<td>8”</td>
</tr>
</tbody>
</table>

2. Garages in the **RG-1, RG-2, and RS-3** zoning districts shall not exceed the size of the footprint of the house.

3. Any combination of buildings, structures, driveways, aprons, sidewalks, or other surfaces which are impervious to water in lots zoned **RS-1, RS-2, RS-3, RG-1, and RG-2** may not exceed 60% of the total lot area.

4. Any combination of buildings, structures, driveways, aprons, sidewalks, or other surfaces which are impervious to water in lots zoned **RD, RR-1, RR-2, and RR-3** may not exceed 50% of the total lot area.

5. At least three (3) days PRIOR to any digging, call Digger’s Hotline at 1.800.242.8511.

6. Maximum allowable building height is sixteen feet (16’), as measured from the grade of the front of the building.

7. The driveway apron (private property) shall maintain a minimum nine foot (9’) width, and shall not exceed the width of the driveway approach [Zoning Ordinance 12.0(B)].

8. The total ground area covered by all accessory buildings associated with one- and two-family residential properties, shall not exceed fifteen percent (15%) of the lot area; or, 840 square feet, whichever is less.

**Example:**

Lot width (50’) x lot depth (100’)

Total area = 5,000 sq. ft.

\[ \text{x } 15\% \]

750 sq. ft. = maximum ground area that can be covered by all accessory buildings.