

Project Address _____

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

- _____ Razing permit application.
- _____ Sewer and Water disconnection permit application (signed by a Wisconsin-licensed Plumber/Utility Contractor).
- _____ Erosion Control permit application, signed by the property owner*
 - _____ One (1) site plan, listing timeframe of work, location of construction entrance, location of storm sewer inlets, existing and proposed grades, method of stabilization after raze, and location and list of types of all Best Management Practices (BMP's) being used.
 - _____ Wisconsin DNR BRRTS or other environmental site occurrence.
 - _____ Please describe and list source of Clean Fill Material (Identify type of material and specify the location that it will be transported from.) (Note: Fill material may not be combustible):

***Note: Please contact the Soil Erosion Specialist at 262.653.4247 with questions regarding application requirements**

- _____ Utility removal sign-off sheet.
- _____ An original Performance and Payment 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. Please use the same format as the attached Payment and Performance Bond.

Amount of Bond: _____

If not submitting Bond, please describe alternate form of security in amount deemed reasonably necessary and sufficient by the Common Council (Note: The Common Council must approve the use of an alternative form of security prior to application submission):

- _____ Power of Attorney from insurance company issuing the Bond.
- _____ 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.
- _____ Copy of Excavation Permit (for curb and gutter replacement) issued by the Department of Public Works, 625 52nd Street, Room 305, Phone 262.653.4050.
- _____ Copy of pre-raze asbestos inspection documentation from a Wisconsin-licensed Inspection firm.
- Do asbestos materials exist upon or within the structure? Yes _____ No _____
- If "Yes," and the raze is being performed on a (please check one, if applicable):
- _____ One- or Two-family building _____ Three- or Four-family building, then please complete Form F-00041 (included in this packet) - Department of Health Services, and:

- _____ Include a copy with this permit application packet.
- _____ Mail original (at least four [4] working days prior to beginning any demolition activity, including any asbestos abatement) to the following (see form for other delivery methods):

Dept. of Health Services
Asbestos and Lead Section, Room 137
P.O. Box 2659
One West Wilson Street
Madison, WI 53701-2659

Method of delivery: _____ Date delivered: _____

Application for Raze Permit Cover Sheet – Page 2 of 2

_____ If the raze is being performed on a (please check one, if applicable):

_____ Five-family (or more) building

_____ Commercial building

_____ One-, Two-, Three-, or Four-family that is part of a larger project,

please complete Form 4500-113 - "Notification of Demolition and/or Renovation and Application for Permit Exemption" (included in this packet),

and:

_____ Include a copy with this permit application packet.

_____ Mail original (at least ten [10] working days prior to beginning any demolition activity, including any asbestos abatement) to the addresses below (see form for other delivery methods):

Dept. of Natural Resources

Asbestos Coordinator, AM/7

Bureau of Air Management

P.O. Box 7921

Madison, WI 53707-7921

Dept. of Health Services

Asbestos and Lead Section, Room 137

P.O. Box 2659

One West Wilson Street

Madison, WI 53701-2659

Method of delivery: _____ Date delivered: _____

_____ Will the City take title to the property? Yes _____ (attach copy of agreement)
No _____

Note: Only property for which the City will be taking title is eligible for exemption requests.

Exemption Request(s):

Foundation of Razed Building:

Yes _____ No _____

Driveway Approaches, Sidewalks, and Slabs:

Yes _____ No _____

Site Grading:

Yes _____ No _____

Office Use Only:

Exemptions to be approved by P.E.

City to take title (Agreement attached)	Y _____	N _____
Foundation Exemption	9.17 B.3 _____	N _____
Driveway Approach, Sidewalk, and Slab Exemption	9.17 B.4 _____	N _____
Site Grading Exemption	9.17 B.5 _____	N _____
Fill Approved	Y _____	N _____

For **Form F-00041 - Department of Health Services**, please see:

<http://www.dhs.wisconsin.gov/asbestos/index.htm>

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

<http://dnr.wi.gov/topic/demo/asbestos.html>

OTHER HELPFUL INFORMATION:

To help plan your demotion project, please see:

<http://dnr.wi.gov/topic/demo/asbestos.html>

For information on the **Bureau for Remediation and Redevelopment Tracking System (BRRTS)**, please see:

<http://dnr.wi.gov/topic/brownfields/botw.html>



FOR OFFICE USE ONLY	
Date	_____
Permit #	_____
Needs Approval	_____
IP	_____
Fee'd	_____

APPLICATION FOR RAZE (DEMOLITION) PERMIT
Form #DCI122 (rev. 02/20))

You will be notified when your permit is ready; please do not submit payment with permit application.
 Please use a separate application for each principal building that will be razed.

NOTE: A permit is not required for demolition of an accessory structure 500 square feet or less in size.

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PROJECT INFORMATION

Project Address _____

Property Owner _____ Contractor _____

Mailing Address _____ Mailing Address _____

City _____ State _____ Zip _____ City _____ State _____ Zip _____

Phone (_____) _____ Phone (_____) _____

Contractor e-mail _____

Actual Cost of Raze _____

Building(s) to be razed: Principal Building _____ Number of Units (for Multi-family) _____

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

Square Footage of Principal Building to be Razed _____

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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. 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.

Contractor's Signature _____ Date _____

Property Owner's Signature _____ Date _____

For Office Use Only:

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

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

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.



**UTILITY REMOVAL SIGN-OFF REQUIREMENTS
FOR SECURING A RAZE PERMIT**

Address of Property Being Razed

1. Water meter and service removed

Print Name: _____

Signature: _____

Date _____

Water Utility
4401 Green Bay Road, Kenosha 53144, Phone 262.653.4300

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

Print Name: _____

Signature: _____

Date _____

WE Energies @ Kenosha/Racine Service Center (KRSC)
201 First Street, Somers, WI 53403, Phone 262.552.7500

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

Print Name: _____

Signature: _____

Date _____

WE Energies @ Kenosha/Racine Service Center (KRSC)
201 First Street, Somers, WI 53403, Phone 262.552.7500

PERFORMANCE AND PAYMENT BOND

[\$.00]

Permit No. _____

PROJECT DESCRIPTION: _____
{PERMITTED WORK}

BY: {Principal} _____

**To And For The Benefit Of
THE CITY OF KENOSHA, WISCONSIN**

KNOW ALL MEN BY THESE PRESENTS, THAT WE,

{Company Name}
{Address}

as Principal, and _____ {Surety}, are held and firmly bound unto the City of Kenosha, Wisconsin, a municipal corporation as Obligee, in the full and just sum of _____ Dollars and ____/100 cents [\$ _____], lawful money of the United States, to the payment of which sum, well and truly to be made, the Principal and Surety bind themselves, their and each of their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has applied for a raze permit with the Obligee for the above project, which Permit is hereby referred to and made a part hereof as fully and to the same extent as if copied at length herein.

NOW, THEREFORE, THE CONDITION OF THE OBLIGATION IS SUCH that if the Principal shall faithfully perform the Permitted Work in accordance with the Code of General Ordinances for the City of Kenosha and all other Federal and State laws, rules and regulations, and any amendments thereto, pertaining to the Permitted Work, and shall promptly pay all persons supplying labor or material to the Principal for use in the prosecution of the Permitted Work under said Permit, then this obligation shall be void; otherwise it shall remain in full force and effect.

Subject to the named Obligee's priority, all persons who have supplied labor or material directly to the Principal for use in the prosecution of the Permitted Work under the Permit shall have a direct right of action under this Bond.

Principal shall save and hold harmless the Obligee from all losses, damages, costs and expenses which Obligee may sustain or for which Obligee may become liable arising from the issuance of the Permit and the performance of the Permitted Work. The Surety's aggregate liability hereunder shall in no event exceed the amount set forth above.

Signed and dated at Kenosha, Wisconsin, this ____ day of _____, 20__.

{Principal}

BY: _____
Name: _____
Title: _____

{Surety}

BY: _____
Name: _____
Title: _____

[Witness]

[Witness]

Examined and approved as to form this ____ day of _____, 20__.

City Attorney

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.** Unless otherwise approved by the Code Official, whenever a Building has been razed, the foundation, if any, shall be removed and filled in with clean fill material approved by the City Engineer with the top two feet (2') of fill material being dirt or sand. No combustible material may be used for the fill material.
4. **Driveway Approaches, Sidewalks and Slabs.** Remaining driveway approaches shall be removed and replaced with curb and gutter; damaged public sidewalks shall be replaced; and driveway aprons, remaining slabs and private sidewalks shall be removed from the site prior to final approval. See City of Kenosha, Public Works Department, for permits and construction standards.
5. **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.
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 produce 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 Wisconsin Department of Safety and Professional Services (DSPS), SPS 382.21 (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 City Inspections (Room 100) 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)