Please note: Retaining walls less than five feet (5') in height do not require a building permit.

Project Address_______________________________________

Please complete and submit the following:

1. _____ Retaining Wall permit application
2. _____ Two (2) sets of plans and specifications
3. _____ One (1) letter from a licensed civil engineer approving the plans and specifications (above).
4. _____ Cautionary Statement (required if the property owner is listed as the contractor); OR State Licensing (required if a contractor is listed)
5. ______ $60.00 Retaining Wall permit fee (non-refundable, if permit is not approved)  If construction has started prior to obtaining the permit, a penalty fee will be assessed.
APPLICATION FOR RETAINING WALL PERMIT
Form #DCI128 (rev. 02/20)

Permit Fee $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.)

Project Address__________________________________________Check one: □ 1 or 2 family □ Commercial* □ Multi-family*

Property Owner__________________________________________Contractor__________________________________________

Mailing Address__________________________________________Mailing Address__________________________________________

City_______________________State _____ Zip________ City_______________________State _____ Zip________

Phone (_______)__________________________________________Phone (_______)__________________________________________

Contractor e-mail__________________________________________

➔ Estimated Cost ________________________________

Comments _____________________________________________________________________________

Type of Materials to be Used _______________________________________________________________

Zoning ____________            Linear Feet _____________       Height  _____________

Location:    Front_______    Side_______    Rear_______

Any general contractor* that performs work on a one- or two-family dwelling must possess the following two licenses (Licensing is not required for commercial projects):
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://dsps.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 an 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.

Contractor's 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____________________

Print Name ____________________________________________________

Retaining Wall Permit Application – Page 3
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
On the illustration below:
List retaining wall height at proposed locations of installation: Example: 6’ Rear Retaining Wall Height

For Corner Lots: Please show locations of garages, both streets, public sidewalks, driveways, and alleys. Note: The shorter of the two street frontages is considered the front yard for purposes of setback, regardless of which direction the house faces.

Located to the rear of project property is:
   ____ Neighbor
   ____ Alley

Rear Retaining Wall Height

Located this side of project property is:
   ____ Neighbor
   ____ Street

REAR and SIDE YARD

Located this side of project property is:
   ____ Neighbor
   ____ Street

SIDE YARD

Located this side of project property is:
   ____ Neighbor
   ____ Street

FRONT YARD

Front Retaining Wall Height

Sidewalk

Front Retaining Wall Height
EXAMPLE DRAWING of a CORNER LOT:

Located to the rear of project property is:
  X Neighbor
  ___ Alley

6' Rear Retaining Wall Height

Located this side of project property is:
  X Neighbor
  ___ Street

6' Side Retaining Wall Height

Located this side of project property is:
  ___ Neighbor
  X Street

6' Side Retaining Wall Height

REAR and SIDE YARD

House

FRONT YARD

n/a Front Retaining Wall Height

n/a Front Retaining Wall Height

27th Avenue