
RESIDENTIAL ADDITION PERMIT CHECKLIST

BUILDING AND ZONING PERMITS SHALL BE OBTAINED PRIOR TO CONSTRUCTION OF A RESIDENTIAL ADDITION

I. Building Permit Issuance:

A. The following items shall be submitted to the Building Inspector:

1. A memorandum or permit from the Kenosha County Sanitarian shall be required if the addition is located near an existing private on-site sewage disposal system or if the number of bedrooms or bathrooms is increased. (Available from the Kenosha County Sanitarian's Office, 19600 75th street, Bristol, WI 262-857-1895.
2. A site plan showing the proposed and existing structures and their distance to lot lines. (See site plan information sheet & sample site plan attachment.)
3. A side section showing the proposed type of building materials to be used. (See sample of typical section plan attachment.)
4. Two complete sets of construction blueprints.
5. A completed application form including the estimated construction cost.
6. ResCheck heat calcs provided by your HVAC Contractor

B. Zoning Permit obtained from Kenosha County Planning & Zoning, 19600 75th Street, Bristol, WI, 262-857-1895.

C. Building Permits will require a minimum of three (3) working days to be processed.

NOTE: FEES ARE FIVE (5) TIMES THE NORMAL RATE IF WORK HAS STARTED WITHOUT PERMITS.

It is the responsibility of the Owner or Contractor to call for required inspections. (Minimum of 24 hour notice required). All projects shall be inspected and approved prior to issuance of a final inspection certificate. (See attached inspection schedule.)

II. Site Plan Requirements:

A. The following items shall be shown on the site plan:

1. Lot dimensions.
2. Location and dimensions of all existing and proposed structures on lot.
3. Setback distances from all lot lines and shorelines to structures. Distances shall be measured from the edge of the street right-of-way(s) and property line side and rear lot lines.
4. Location of well and distance to all structures.
5. Height of structure from grade to peak of roof.
6. Amount and location of fill indicated by inches or feet over the area to be filled.
7. The site plan must be drawn with a recognized architect or engineering scale and include a north row.
8. Use of each structure.

NOTE: STREET RIGHT-OF WAY IS PROPERTY BOUNDARY LINE.

III. Construction Requirements:

- A. Side view section shall show size of lumber to be used on center spacing of walls and ceiling members, type of insulation, etc. (Attached is a sample side view.)
- B. All bottom still plates in contact with cement shall be pressure treated.
- C. All additions and alterations to existing homes shall comply with the provisions of the State of Wisconsin Department of Industry, Labor and Human Relations construction codes.
- D. All additions and alterations to existing homes shall comply with the Village codes and Ordinances.

**For Zoning Permit Contact: Kenosha County Planning & Zoning, 19600
75th Street, Bristol, WI 53140, Phone: 262-857-1895**

**SHOULD YOU EMPLOY AN OUT OF STATE CONTRACTOR, BE
SURE THEY FOLLOW WISCONSIN CONSTRUCTION CODES**

It is your duty as an applicant to place this permit card in a conspicuous place on the premises visible from the street. This building permit shall lapse and expire if work has not begun within six (6) months from the date of issue and completed within twenty-four (24) months.

THE INSPECTORS SHALL INSPECT ALL CONSTRUCTION AS FOLLOWS:

1. **Footing Forms**, before placement of any concrete.
2. **Foundation Wall**, before any backfilling is done.
3. **Basement Drain Tiles**, before any backfilling (exterior), and before basement floor is poured (interior). If applicable
4. **Foundation Survey** is required before rough carpentry begins.
5. **Rough Carpentry**, before insulating.
6. **Rough Electrical**, before insulating.
7. **Rough Plumbing**, before insulating.
8. **Rough Heating, Ventilation and Air Conditioning**, before insulating.
9. **Insulation**, before applying any finish materials.
10. **Final Inspection**, of all carpentry, electrical, plumbing, and other mechanical installations, before any occupancy is attempted or allowed.

Any person who shall violate any of the provisions of the Inspection requirements will be subject to fines of up to \$500.00 which shall be levied against the Owner(s) of said property for each violation, items one (1) through ten (10) respectively, and/or any other violations of the Building Code.

If no violation of this ordinance or any other law or lawful order be found, the Building Inspector shall issue a Final Inspection Certificate stating the purpose for which the building is to be used.

No building or part thereof shall be occupied until such certificate has been issued, nor shall any building be occupied in any manner which conflicts with the conditions set forth in the Final Inspection Certificate.