



# COUNTY OF KENOSHA

## Department of Planning and Development

*George E. Melcher, Director*

Department of Planning and Development

### **PERMITTING PROCESS FOR ADDITIONS TO EXISTING STRUCTURES, ACCESSORY BUILDINGS, DECKS, BALCONIES, POOLS, HOT TUBS, FENCES, STEPS/STAIRS TO A RESIDENCE AND/OR SIGNS**

- 1. Contact the Planning and Development Office to determine the zoning district requirements with respect to use, setbacks, or other factors that may restrict the use and/or location of the structure. Other factors may include wetlands, floodplain, sanitation, etc. NOTE: Have Tax Parcel Number available upon request (located on Tax Bill).
- 2. Complete a Zoning Permit Application and obtain your Zoning Permit. Items to bring with you for a Zoning Permit are as follows:
  - A. Zoning Application (available at the Department of Planning & Development or at your local Town Hall).
  - B. A copy of your Tax Bill or a copy of the recorded Deed of Transfer if you have owned the property for less than a year. (This is to provide proof of ownership)
  - C. An accurately drawn Site Plan on letter size paper or a Survey of the property with the following information provided.
    - ❖ Size and location of all existing structures on the property and their distances from property lines -- (street yard setback should be taken from the edge of the road right of way).
    - ❖ Location and dimensions of the proposed structure(s) -- (accessory structure, deck, pool, fence) or where the addition is to be placed on an existing structure.
    - ❖ Show what the resulting setbacks will be for proposed structure.
    - ❖ Location of the well and on-site waste disposal system -- (septic systems must show both the septic tank size and dimensions of the field).
  - D. Evaluation of the Private Sewage System or Statement of System Performance - (this is only needed when additions and/or remodeling exceeds 25 percent of the existing total livable area of the residence or when additional bedroom(s) are built). If you feel your project meets these requirements or have questions regarding this requirement please contact the County Sanitarian at this office.
- 3. Establish a date of recertification of the size and location of the proposed structure or addition. Two acceptable methods to accomplish this are as follows:
  - ❖ Either: Provide this office with a Foundation Survey prepared by a Wisconsin Registered Land Surveyor for the structure (date agreed upon at the time of permit issuance)

**RESIDENTIAL ADDITIONS, ACCESSORY BUILDINGS, DECKS, BALCONIES,  
POOLS, HOT TUBS, FENCES, STEPS/STAIRS & SIGNS**

❖ Or: Sign a Waiver of Liability for the Foundation survey at the time of permit issuance. The waiver is then recorded in the Kenosha County Register of Deeds Office for a fee of \$11.00 for the first page and \$2.00 for each additional page thereafter of the same document, and placed on file for your property. NOTE: If you sign a Waiver of Liability and sell the property in the future, in most cases title companies will require a survey be done to verify compliance with the zoning setback regulations.

4. Pay appropriate fees. (See [Land Use Fee Schedule \(link\)](#).)

5. Obtain all other applicable permits prior to construction.

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**IMPORTANT TELEPHONE NUMBERS**

Kenosha County Center Department of Planning & Development 19600 - 75 <sup>th</sup> Street, Post Office Box 520 Bristol, Wisconsin 53104-0520	
Division of County Development (including Sanitation & Land Conservation) .....	<b>857-1895</b>
Facsimile #.....	857-6508
Public Works Division of Highways.....	857-1870
Administration Building Division of Land Information .....	653-2622
Brighton, Town of .....	878-2218
Bristol, Town of .....	857-2368
Paris, Town of .....	859-3006
Randall, Town of .....	877-2165
Salem, Town of .....	843-2313
Utility District .....	862-2371
Somers Town of .....	859-2822
Wheatland, Town of .....	537-4340
Wisconsin Department of Natural Resources - Sturtevant Office .....	884-2300
Wisconsin Department of Transportation - Waukesha Office .....	548-8722