



## Building & Zoning Permits Checklist Form

### Additions, Alterations, & Accessory Structures - Residential (including but not limited to: Additions, Alterations, Attached & Detached Garages, Pole Barns, Sheds, Carports, Gazebos, Decks/Porches, Pool/Hot Tub/Spa, Fences, Driveways, Sports Courts, and Satellite Dishes/Residential Tower Antennas)

**ALL PERMITS SHALL BE OBTAINED PRIOR TO ANY WORK COMMENCING**

The Building Inspection & Planning & Zoning Departments will only accept a complete permit application submittal that includes the following items:

- 1) \_\_\_\_\_ **FORM: VPP-BI-0031-F "Checklist Form – Additions, Alterations & Accessory Structures – Residential"**  
(THIS FORM, Pages 1 & 2): Please complete, sign and return with your application materials.
- 2) \_\_\_\_\_ **FORM: VPP-BI-0001-F "Standard Application Form"**: Fill out completely including signature.
- 3) \_\_\_\_\_ **FORM: SBD-5823: "Wisconsin Uniform Building Permit Application"**
- 4) \_\_\_\_\_ **CONSTRUCTION PLANS OR BLUEPRINTS**: Submit one of the following:
  - Addition**: Two complete sets of construction plans
  - Alteration**: Two complete sets of construction plans
  - Accessory Structure**: Two complete sets of construction plans OR FORM: VPP-BI-0022-F "Accessory Structure Wall Section"
  - Deck/Porch**: Two complete sets of construction plans
  - Driveway**: no construction plans required
  - Fence**: no construction plans required
  - Pool/Hot Tub/Spa, Above Ground**: copy of all brochures for pool, heater, filter, pump
  - Pool/Hot Tub/Spa, In Ground**: Two complete sets of construction plans
- 5) \_\_\_\_\_ **SITE PLAN OR PLAT OF SURVEY**: Submit one of the following (Not required for Interior Alterations):
  - Site Plan**: See VPP-BI-0033-I "Site Plan Requirements" and VPP-BI-0020-I "Sample Site Plan".
  - OR**
  - Plat of Survey**: A Plat of Survey, as prepared by a Wisconsin Registered Land Surveyor, shall be required IF the property is located within or abuts a shoreland, wetland, floodplain, navigable waterway, or if verification of setbacks is questionable.
- 6) \_\_\_\_\_ **FORM: VPP-BI-0005-F "Electric, Plumbing, HVAC, Exterior (Utility) Plumbing Permit Application"**: IF ANY OF THESE WILL BE INSTALLED OR ALTERED, YOU MUST APPLY FOR THE APPLICABLE PERMITS. If the Village is unable to verify contractor certification through the State of Wisconsin, you may be required to provide a copy of each certification card.

NOTE: Fill out a separate form for each sub-contractor/trade:

- Electrical Permit Application**: Electrical permits will only be issued to a Village licensed Wisconsin Certified Master Electrician. Submit completed form with appropriate signature.
  - Interior Plumbing Permit Application**: Plumbing permits will only be issued to a Wisconsin Certified Master Plumber. Submit completed form with appropriate signature.
  - HVAC Permit Application**: HVAC permits will only be issued to a Wisconsin Certified HVAC Contractor or HVAC Qualifier. Submit completed form with appropriate signature
  - Exterior Plumbing (Utility Connection) Permit Application**: Exterior Plumbing permits will only be issued to a Wisconsin Certified Utility Contractor, Master Plumber, or Master Plumber-Restricted. Submit completed form with appropriate signature.
- 7) \_\_\_\_\_ **PROOF OF OWNERSHIP**: If the Village cannot verify current ownership through Kenosha County (example: recent purchases, deeds in error, etc) you may be required to provide a copy of recorded warranty deed or quit claim deed.
  - 8) \_\_\_\_\_ **ANY OTHER ITEMS AS MAY BE REQUIRED DUE TO COVENANT OR OTHER RESTRICTIONS**:  
May include:
    - Erosion Control Permit, or any other required permits as determined by the Village
    - Kenosha County Sanitary Permit or letter of compliance: IF the property is served by a private on-site sewage disposal system, a permit or compliance statement must be submitted with an application for Additions or Alterations.
    - written approval from Architectural Control Committee or Developer.
    - other ( \_\_\_\_\_ )

**Checklist for Additions, Alterations & Accessory Structures (Continued)**

I, \_\_\_\_\_ (Print Name), understand that all work shall be done in accordance with the conditionally approved plans and all other local, State or Federal regulations that may be amended from time to time and furthermore I understand the following:

\* Each applicant (Owner and Contractor) is charged with the knowledge of Village Zoning Ordinances, Village Municipal Ordinances, and other County, State or Federal requirements related to the proposed project. Copies of the text of the Village Ordinances or portions thereof are available for sale, copying, or inspection upon request. Any statements made, assurance given, or permit erroneously issued contrary to the relevant Ordinances are null and void.

\* All applications shall have zoning, building, sanitary, and erosion control approval before a zoning or building permit can be issued.

\* All special assessments shall be satisfied before a zoning or building permit can be issued. Contact the Village Treasurer at the Village of Pleasant Prairie.

\* Building and zoning permits may require up to ten (10) working days to be processed. If during the Village's review of the application, information is missing or additional information is required the permit will be put on hold until the information is received. The contractor/owner will be contacted and the 10 day review period will re-start when all required information is received.

\* It is the responsibility of the contractor to call the Village of Pleasant Prairie, Building Inspection Department for required inspections. (Minimum of 2 business days notice required.) A re-inspection fee will be charged each time an inspection is required once the inspector has made two (2) previous inspections and the inspection has failed for a second time.

\* **It is illegal for anyone to occupy a structure, including people residing or placing/storing any personal property within the structure, until a Final Inspection passes. (Maximum fine \$500.00 per day.) All structures shall be inspected and approved prior to issuance of Final Certificate of Compliance for Occupancy.**

\* **All related Fees (permits, etc) shall be tripled for work that has commenced prior to issuance of permits.**

\_\_\_\_\_  
Signature (Owner/Contractor)

\_\_\_\_\_  
Date