



Multi-family Building and Zoning Permit Application

Building Inspection Department
 9915 39th Avenue
 Pleasant Prairie WI 53158
 Phone: 262-694-9304
 Email: buildinginspection@pleasantprairiewi.gov

Community Development Department
 9915 39th Avenue
 Pleasant Prairie WI 53158
 Phone: 262-925-6717
 Email: communitydevelopment@pleasantprairiewi.gov

This permit application is required to be completed for all new buildings, alterations or additions for any multi-family (3 or more residential units) project

TYPE OF WORK (check one of the following)

Principal Building		Accessory Building	
<input type="checkbox"/>	New	<input type="checkbox"/>	New
<input type="checkbox"/>	Addition	<input type="checkbox"/>	Addition
<input type="checkbox"/>	Alteration	<input type="checkbox"/>	Alteration
<input type="checkbox"/>	Early Footing/Foundation	<input type="checkbox"/>	Early Footing/Foundation

GENERAL INFORMATION

Development Name	
Property Location/Address	
Tax Parcel Number(s)	
Proposed Start Date	Estimated Date of Completion

PROJECT DESCRIPTION

Detailed Description of Proposed Work

BUILDING INFORMATION FOR A NEW PRINCIPAL BUILDING OR ADDITION

# of bedroom/units		Building Size		On-Site Parking Spaces	
Efficiency		Basement	sq ft	Regular spaces-outside	
1 bedroom		1 st Floor	sq ft	Accessible spaces-outside	
2 bedroom		2 nd Floor	sq ft	Total spaces-Outside	
3 bedroom		3 rd Floor	sq ft	Regular spaces-inside	
4 or more bedrooms		4 th Floor	sq ft	Accessible spaces-inside	
Total # of Units		Total Building	sq ft	Total spaces-inside	
Building Height	ft	Total Building	cu ft	Total of all spaces	

BUILDING INFORMATION FOR AN ACCESSORY BUILDING

Building Size	sq ft	# of parking spaces in building	
Building Height	ft	# of parking space outside building	

BUILDING INFORMATION FOR AN ALTERATION

Area Being Modified	sq ft	cu ft
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CONSTRUCTION INFORMATION

Construction Class Requested		HVAC Equipment					
<input type="checkbox"/>	Fire Resistive Type A	<input type="checkbox"/>	Forced Air Furnace				
<input type="checkbox"/>	Fire Resistive Type B	<input type="checkbox"/>	Central Air A/C				
<input type="checkbox"/>	Metal Frame Protected	<input type="checkbox"/>	Radiant Baseboard or Panel (ELEC)				
<input type="checkbox"/>	Metal Frame Unprotected	<input type="checkbox"/>	Heat Pump				
<input type="checkbox"/>	Exterior Masonry Protected	<input type="checkbox"/>	Boiler				
<input type="checkbox"/>	Exterior Masonry Unprotected	<input type="checkbox"/>	Other				
<input type="checkbox"/>	Heavy Timber	Energy Source					
<input type="checkbox"/>	Wood Frame Protected		Nat. Gas	LP	Elec	Solid	Solar
<input type="checkbox"/>	Wood Frame Unprotected	Space Heating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Water Heating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FIRE PROTECTION INFORMATION

<input type="checkbox"/>	Complete Sprinkler-NFPA 13	<input type="checkbox"/>	Smoke Detector			
<input type="checkbox"/>	Partial Sprinkler-NFPA 13R	<input type="checkbox"/>	Firm Alarm			
<input type="checkbox"/>	Approved by Fire & Rescue Department on	<input type="checkbox"/>	Emergency Power			
		<input type="checkbox"/>	Unlimited Area			

MINIMUM SUBMITTAL REQUIREMENTS (1 full size and 1 pdf copy)

<input type="checkbox"/>	Construction Plans-State approved plans and state approved letter, if applicable
<input type="checkbox"/>	Plat of Survey (new buildings or additions)
<input type="checkbox"/>	Erosion Control Application and Plan (new buildings or additions)
<input type="checkbox"/>	Driveway Permit Application, if applicable

The following applications may be submitted separately

<input type="checkbox"/>	MEP (HVAC, Electric, Plumbing) Permit applications and plans with state approved letter, if applicable.
<input type="checkbox"/>	Lighting (Energy Conservation) Worksheets and Plans
<input type="checkbox"/>	Emergency Egress Lighting Plan
<input type="checkbox"/>	Fire Protection Plans to be submitted directly to the Fire & Rescue Department. Call 262-694-8027

The Village may require additional information be submitted to ensure that all Village requirements are being met. The Applicant will be contacted, if additional information is required to be submitted.

PERMIT REVIEW AND ISSUANCE OF PERMIT

- Permits may require up to 10 business days to process. 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, then the 10 day review period will start again once the additional information is received. The Applicant will be contacted when the permit is ready to be issued with total permit fees due and permit conditions.
- The building address will be assigned by the Village as part of the permit review process.
- All outstanding Special Assessments shall be paid prior to the issuance of the permit.
- All required Impact Fees shall be paid prior to the issuance of the permit
- It is the responsibility of the applicant to provide a copy of the permit conditions to the contractor/owner.

Before digging call Diggers Hotline at 1-800-982-0299 to have all underground utilities marked.

INSPECTIONS-schedule at least 48 hours in advance by calling 262-694-9304 with the permit number

It is illegal for anyone to occupy or store any personal belonging in any buildings prior to a Temporary Occupancy is granted by the Village Building Inspector.

CONTACTS AND REQUIRED SIGNATURES

I hereby certify that all of the above statements and attachments submitted, are true and correct to the best of my knowledge. Furthermore, I understand that for any work started or completed without proper permits, a triple fee will be charged.

I hereby apply for a permit herein described and as shown on the attached required applications and plans, and hereby agree that all of the work will be done in accordance with all applicable Village, County, State or Federal codes and ordinance requirements and permit conditions. The applicant further agrees to permit the inspection of the premises by the Village's Inspectors during regular business hours.

REQUIRED SIGNATURES**PROPERTY OWNER****CONTRACTOR**

Company Name:

Company Name:

Print Contact Name:

Print Contact Name:

Signature:

Signature:

Mailing Address:

Mailing Address:

City/State/ZIP:

City/State/ZIP

Phone:

Phone:

Email:

Email:

Date:

Date:

APPLICANT

Company Name

Print Name

Signature

Mailing Address

City/State/ZIP

Phone

Email

Date

SUPERVISING PROFESSIONAL(S): If a new structure will be greater than 50,000 cubic feet or if an alteration will cause the entire building to be greater than 100,000 cubic feet, then a supervising professional shall be retained by the owner and the following signatures are required:

I have been retained by the owner as a supervising professional per SPS 361.40 for the performance of reasonable on-site observations to determine if the construction is in substantial compliance with the approved plans and specifications. Upon completion of construction, I will file a written statement with the Building Inspection Department certifying that, to the best of my knowledge and belief, construction has or has not been performed in substantial compliance with the approved plans and specification. In the event that I am no longer associated with this project, I will file a compliance statement (SBD 9720) notifying the Department as such and indicating the current status of compliance.

Supervising Professional's Signature (Building):

Date:

Supervising Professional's Signature (HVAC):

Date:

Supervising Professional's Signature (Lighting):

Date:



General Erosion Control Permit Application

Engineering Department
9915 39th Avenue
Pleasant Prairie WI 53158
Phone: 262.948.8951
Email: engineering@plprairie.com

For further information, please review Chapter 381 Land Disturbance, Construction Site Maintenance and Erosion Control of the Village's Ordinance.

PROPOSED PROJECT (select one)

<input type="checkbox"/>	New Multi-Family Building	<input type="checkbox"/>	Other Land Disturbance (less than 1 acre)
<input type="checkbox"/>	New Commercial Building	<input type="checkbox"/>	Other Land Disturbance (more than 1 acre)
<input type="checkbox"/>	Mass Grading for new development	<input type="checkbox"/>	Amend Existing Erosion Control Permit # _____
<input type="checkbox"/>	Other		

GENERAL INFORMATION

Property Location/Address	
Tax Parcel Number	
Project Name	
Project Description	
Start Date	Completion Date

REQUIRED ATTACHMENTS

<input type="checkbox"/> Grading and erosion control plan in accordance with Chapters 381 and 405 of the Village Ordinance.
<input type="checkbox"/> Applicable permits e.g. Wisconsin Department of Natural Resources, Wisconsin Department of Transportation, United States Army Corps of Engineers, and Kenosha County.
The Village may require additional information be submitted to ensure that all Village requirements are being met. The Applicant will be contacted, if additional information is required to be submitted.

PERMIT REVIEW, ISSUANCE OF PERMIT

- Permits may require up to 10 business days to process. If during the Village's review of the applications, information that is missing or if additional information is required the permit will be put on hold until the information is received, then the 10 day review period will start again once the additional information is received. The Applicant will be contacted when the permit is ready to be issued with total permit fees due and any requirements of the owner that are required to be completed.
- If the owner obtains the permit, the owner is responsible to ensure that the contractor is provided with a copy of the permit conditions.
- If the contractor obtains the permit, the contractor is responsible to ensure the owner is provided with a copy of the permit conditions.

Before digging call Diggers Hotline at 811 to have all underground utilities marked.

STREET SWEEPING CASH DEPOSIT

At the time a preliminary grading, mass grading or erosion control permit is issued for any project, other than individual permits for new single-family and two-family dwellings, the landowner shall submit a street sweeping cash deposit to guarantee to the Village that the conditions of the erosion control permit and this chapter are being followed as they relate to maintaining the public right-of-way and stormwater drainage system. The cash deposit shall be used if the Village determines that the landowner or his contractors have not kept the rights-of-way clean from mud tracking, if erosion control measures are damaged or if there is damage to stormwater drainage improvements. The Village shall notify the owner if any mud tracking or damaged erosion control measures or stormwater drainage improvements exist, providing them with a time frame to clean the streets or fix the damaged erosion control measures or stormwater drainage improvement. If the road is not clean and the damaged erosion control measures or stormwater drainage improvements are not completed in the time frame specified, the Village may complete the work and draw upon the street sweeping cash deposit for the actual costs. If the cash is depleted prior to the project being completed, the owner shall post another cash deposit in the same amount. The cash deposit or any portion, less a 6% administrative processing fee, will be timely refunded of completion of the project to the original payer of the deposit.

REQUIRED CONTACT INFORMATION AND SIGNATURES

I hereby certify that all the above statements and all attachments submitted with this application are true and correct to the best of my knowledge, and I further understand that the following shall apply:

CONTRACTOR	APPLICANT
Company Name	Company Name
Contact Name	Contact Name
Mailing Address	Mailing Address
City/State/ZIP	City/State/ZIP
Phone	Phone
Email	Email

PROPERTY OWNERS

Print Owners Name	Print Owners Name
Mailing Address	Mailing Address
City/State/ZIP	City/State/ZIP
Phone	Phone
Email	Email

PROPERTY OWNERS CERTIFICATION

I (WE), the undersigned, being all of the owners of lands commonly known as the above mentioned parcel, have read and understand the Erosion Control Permit and Plan requirements, and understand that all work shall be done in accordance with the approved plan and all other local, State or federal regulations that may be amended from time to time.

I (WE), FURTHER, understand that the Village will not reimburse any portion of the cash deposit until all proposed land disturbance activities are completed, all temporary erosion control measures have been removed, final restoration is completed and the site is completely vegetated.

I (WE), FURTHER, understand that if I (We) fail to complete the work, the Village has authorization to complete the work and charge the work against the cash deposit and accrued interest. If the work completed by the Village is less than the cash deposit and accrued interest, the remainder will returned to the property owner. Additional costs to complete the work will be assessed to the property at the end of the year and placed on the tax assessment roll.

I (WE), FURTHER, individually and severally, do hereby, in accordance with the provisions of Section 66.0703(7)(b) Wisconsin Statutes, waive any and all notice of special assessment to be levied and assessed by the Village of Pleasant Prairie or its assigns against our respective parcel(s) lying within said lands to defray the cost of said erosion control

requirements and all incidental expenses incurred by the Village on said parcel(s). The above application and requirements shall be construed as a covenant running with the lands embraced herein and shall be binding upon these signatories, their heirs, executors, administrators and assigns.

I (WE), FURTHER, certify that the undersigned constitute all of the record owners of the lands commonly known as the above mentioned parcel.

Signature

Signature

Date

Date

ACKNOWLEDGMENT

STATE OF _____
SS _____

_____ COUNTY

This instrument was acknowledged before me in _____ (city) _____ (state)

on this _____ day of _____, 20____ by _____

Notary Signature: _____

Print Notary Name: _____

Notary Public, _____ County, _____

My Commission Expires: _____



Driveway/Culvert/Sidewalk/Curb Cut Permit Application

Community Development Department
 9915 39th Avenue
 Pleasant Prairie WI 53158
 Phone: 262.925.6726
 Email: communitydevelopment@pleasantprairiewi.gov

Public Works Department
 8600 Green Bay Road
 Pleasant Prairie WI 53158
 Phone: 262.925.6700
 Email: pwinspection@plprairie.com

GENERAL INFORMATION

Job Address	Tax Parcel Number
Property Owner	
<input type="checkbox"/> Property Owner is Acting as Contractor	
Estimated Cost of Project	Estimated Date of completion

PROJECT DETAILS:

Driveway/public sidewalk work proposed (check all that apply)

<input type="checkbox"/>	New driveway
<input type="checkbox"/>	Extension/expansion of driveway
<input type="checkbox"/>	Repair/Replace driveway
<input type="checkbox"/>	Repair/Replace driveway approach only
<input type="checkbox"/>	New public sidewalk (Contractor is required to obtain a Village Sidewalk Contractor License by Public Works Department)
<input type="checkbox"/>	Repair/replace public sidewalk (Contractor is required to obtain a Village Sidewalk Contractor License by Public Works Department)

Proposed Driveway Material (check all that apply)

<input type="checkbox"/>	Concrete
<input type="checkbox"/>	Asphalt
<input type="checkbox"/>	Crushed stone
<input type="checkbox"/>	Other Material (specify):

Roadway (Check all that apply)

<input type="checkbox"/>	No work is being done off the property within the right-of-way
<input type="checkbox"/>	Proposed to cut vertical curb (Contractor is required to be a Village Qualified Contractor as approved by the Public Works Department)
<input type="checkbox"/>	Proposed to cut mountable curb (Contractor is required to be a Village Qualified Contractor as approved by the Public Works Department)
<input type="checkbox"/>	Village rural road with no-culvert*
<input type="checkbox"/>	Village rural road with existing culvert*
<input type="checkbox"/>	Proposed work in State highway (attach required permit from Wisconsin Department of Transportation)
<input type="checkbox"/>	Proposed work county highway (attach required permit from Kenosha County Public Works Department)

* All permit applications are reviewed by the Village Public Works Department to determine if a culvert is required or if an existing culvert can remain or is required to be repaired or replaced. In addition to the permit fee, the actual cost for installation of a driveway culvert (including labor, materials and equipment) will be charged to the property owner.

MINIMUM SUBMITTAL REQUIREMENTS:

<input type="checkbox"/>	Plat of Survey or Site Plan showing location, dimensions and setbacks of driveway-see attached for additional driveway requirements.
<input type="checkbox"/>	Written Approval from We Energies for any portion of a driveway proposed to be located within a Utility Easement. Contact: Tracy Zwiebel with We Energies at 262-763-1044
<input type="checkbox"/>	Written Approval from Architectural Control Committee (if applicable)
<input type="checkbox"/>	Contractor has a current Village Sidewalk Contractor License (if applicable)
<input type="checkbox"/>	Contractor is a current Village Qualified Contractor (if applicable)

The Village may require additional information be submitted to ensure that all Village requirements are being met. The Applicant will be contacted, if additional information is required to be submitted.

PERMIT REVIEW, ISSUANCE OF PERMIT

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- It is the responsibility of the applicant to schedule all required inspections with the Village within 48 hours of the requested inspection.
- It is the responsibility of the applicant to provide a copy of the permit conditions to the contractor/owner.

Before digging call Diggers Hotline at 1-800-982-0299 to have all underground utilities marked.

CULVERT STAKING INSTRUCTIONS

- Call Public Works at 262.925.6700 when the center of the culvert is staked to schedule the installation.
- Public Works will install the culvert equal distance on each side of the stake.
- Upon installation, the owner will receive and invoice for the actual cost for installation of a driveway culvert (including labor, materials and equipment).

DRIVEWAY INSPECTIONS shall be scheduled 48 hours in advance by calling the Community Development Department at 262-925.6726 with the Permit Number unless otherwise noted below

1. **Location (staking) Inspection:** This inspection is required for all driveways prior to the driveway being installed. The applicant is responsible to physically stake the location of the proposed driveway and the adjacent property lines so that the Village inspectors can readily determine that the proposed driveway meets the required setbacks. The Village accepts no responsibility for the property owner accuracy of property lines.
2. **Right-of-way Inspections:** Any inspections specifically required by the Village Public Works Department for the proposed work shall be scheduled at least 48 hours in advance by calling 262.925.6700. If cutting a curb is allowed, an inspection shall be performed by the Department of Public Works prior to the commencement of work and an inspection shall be performed after work has been completed.
3. **Final Inspection:** Upon completion of the driveway, a final inspection shall be scheduled with the Village.

REQUIRED SIGNATURES

I hereby certify that all of the above statements and attachments submitted, are true and correct to the best of my knowledge. Furthermore, I understand that for any work started or completed without proper permits, a triple fee will be charged.

I hereby apply for a permit herein described and as shown on the attached required application and plans, and hereby agree that all of the work will be done in accordance with all applicable Village, County, State or Federal codes and ordinance requirements and permit conditions. The applicant further agrees to permit the inspection of the premises by the Village’s Inspectors during regular business hours.

PROPERTY OWNER	CONTRACTOR
	Company Name:
Print Name:	Print Name:
Mailing Address:	Mailing Address:
City/State/ZIP:	City/State/ZIP
Phone:	Phone:
Email:	Email:

APPLICANTS SIGNATURE: The applicant, either the property owner or the contractor, is responsible to obtain the permit, schedule inspections and ensure compliance with all permit conditions.

Signature:	Check one:	Date:
	<input type="checkbox"/> Owner <input type="checkbox"/> Contractor	