



COUNTY OF KENOSHA

Department of Planning and Development

George E. Melcher, Director

Department of Planning and Development

PERMITTING PROCESS FOR NEW RESIDENTIAL CONSTRUCTION

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- 1. Contact the Department of Planning and Development to determine the zoning district requirements with respect to use, setbacks, minimum floor area requirements, or other factors that may limit the use of the property (wetlands, shoreland, floodplain, sanitation, etc.). If the property is unsewered, contact the County Sanitarian, in this department, for soils information and on site waste disposal systems available for the home site. NOTE: Have Tax Parcel Number available upon request (located on tax bill).
 - 2. Prior to siting the residence, driveway, and private sewage system (if applicable) contact the appropriate department for proper culvert size and location.
 - ❖ If driveway access is to a State Trunk Highway or a U.S. Highway, contact the Wisconsin Department of Transportation - Waukesha Offices (permit required). Phone number on reverse.
 - ❖ If driveway access is to a County trunk Highway, contact the Kenosha County Department of Public Works (permit required). Phone number on reverse.
 - ❖ If driveway access is to a Town Road, contact the Town Hall or Town Public Works Department. (see reverse for specific phone numbers)
 - 3. If unsewered, have a State of Wisconsin Certified soil tester perform a soil test that will determine the size, type and location of the private sewage system. As owner, you will need to provide property boundary and tentative home site information to the soil tester.
 - 4. If unsewered, contact a Wisconsin Licensed Plumber to work with you in private sewage system design and to assist you with sanitary permit procedures. Necessary permit approvals will vary depending on the type of system.
 - 5. Have a State of Wisconsin Registered Land Surveyor complete a preliminary (stakeout) survey for the structure that meets zoning ordinance setback requirements. If the property is waterfront and within the shoreland area, the distance from the ordinary high water mark, determined by the Wisconsin Department of Natural Resources, must be shown. The proposed principal structure must be drawn on the survey by the Registered Land Surveyor.

- 6. If the property is waterfront and you plan to build an access to the water or stabilize the shore you will need a Shoreland Permit. Contact this Department at the phone number on reverse.
- 7. Complete a Zoning Permit Application and obtain your Zoning Permit from this department. The Zoning Permit Application is available at the Department of Planning & Development or at your local Town Hall.
 - A. Items to bring with you for a Zoning Permit are as follows:
 - ❖ All paperwork for your Sanitary Permit (for unsewered lands only).
 - ❖ Preliminary Stakeout Survey (show any decks porches, and/or balconies).
 - ❖ Complete set of building Plans for our files.
 - ❖ 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)
 - B. Obtain an address from the Division of Land Information. (located on the lower level of the Kenosha County Administration Building). Phone number on reverse.
 - C. Inform the Department of Planning and Development of an approximate date for Recertification of the Foundation (required for all new principal structures).
 - D. Pay appropriate fee. (See Land Use Fee Schedule (link).)
- 8. If property is sewerred, contact the appropriate Town Hall for payment of sewer connection fees.
- 9. To obtain your Building Permit from the Town Building Inspector, bring copies of all the above permits and receipts. Since each Town has different policies for issuance of building Permits, it is recommended to contact the Town Hall to make sure that all necessary paperwork is being submitted.

IMPORTANT TELEPHONE NUMBERS

Kenosha County Center	
Department of Planning & Development	
19600 - 75 th Street, Post Office Box 520	
Bristol, Wisconsin 53104-0520	
Division of County Development (including Sanitation & Land Conservation)	857-1895
Facsimile #	857-1920
Public Works Division of Highways.....	857-1870
Administration Building	
Division of Land Information	653-2622
Brighton, Town of.....	878-2218
Paris, Town of.....	859-3006
Randall, Town of.....	877-2165
Salem, Town of	843-2313

**PERMITTING PROCESS
NEW RESIDENTIAL**

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