



# COUNTY OF KENOSHA

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## Department of Planning and Development

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### PERMITTING PROCESS FOR NEW COMMERCIAL, MANUFACTURING & INSTITUTIONAL CONSTRUCTION

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- 1. Contact the Department of Planning and Development to determine the zoning district requirements with respect to use, setbacks, 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 property. NOTE: Have Tax Parcel Number available upon request (located on tax bill).
  
- 2. Prior to siting the building, parking lot, driveway access, 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. If wetlands are located on the property have an Environmental Specialist perform a detailed wetland study and field staking and have it approved by the Wisconsin Department of Natural Resources.
  
- 6. 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.

- 7. Complete and submit a property site package including:
  - ❖ Completed [Site Plan Review Checklist](#)
  - ❖ building plans
  - ❖ survey
  - ❖ stormwater and erosion control plans
  - ❖ parking plan
  - ❖ landscaping plan
  - ❖ lighting plan
  - ❖ signage plan
  - ❖ dumpster location
  
- 6. Submit two (2) copies of the stormwater and erosion control plans and calculations with the appropriate review fee (see [Fee Schedule](#)) a minimum of sixty (60) days prior to obtaining your Zoning Permit. NOTE: Stormwater and erosion control plans must be approved prior to the issuance of a Zoning Permit.
  
- 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.
    - ❖ 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 [Fee Schedule](#))
  
- 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.

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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 # .....	857-1920
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
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