



VILLAGE OF TWIN LAKES

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VILLAGE OF TWIN LAKES RESIDENTIAL ADDITION/REMODEL PERMIT CHECKLIST

**BUILDING PERMIT AND ZONING PERMITS SHALL BE OBTAINED
PRIOR TO CONSTRUCTION OF A RESIDENTIAL ADDITION**

I. BUILDING PERMIT ISSUANCE

A. The following items shall be submitted to the Building & Zoning Department.

- 1. A memorandum of approval or permit from the Kenosha County Sanitarian shall be required if the addition is located near an existing private on-site sewage disposal system or if the number of bedrooms or bathrooms is being increased. (Available from the Kenosha County Sanitarian's Office.) If you receive a Village Quarterly Sewer Bill, you are not connected to a septic system.**
- 2. A site plan - Showing the proposed and existing structures and their distance to lot lines. (See site plan information sheet and sample site plan attachment.)**
- 3. A side section - showing the proposed type of building materials to be used. (See sample of typical section plan attachment.)**
- 4. Two complete sets of construction blueprints or building plans.**
- 5. A completed application form including the estimated cost of construction.**
- 6. RESCHECK HEAT CALC'S / ENERGY WORKSHEET**

B. Check Zoning District regulations and restrictions for your property.

C. Building Permits will require three to ten working days to process.

D. When a Building Permit is issued, it may encompass all the following items, as applicable: (INCLUDING CONTRACTOR'S WI LICENSE #'S)

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|-----------------------------------|---------------------------|
| 1. Addition/Remodel Permit | 4. HVAC Permit |
| 2. Electrical Permit | 5. Plumbing Permit |
| 3. Zoning Permit | 6. Plan Review Fee |

E. Plumbing permits may be applied for by Wisconsin Licensed Master Plumbers or the

property owner. Utility Connection permits will only be issued to Wisconsin Licensed Utility Contractors.

F. It is the responsibility of the owner or contractor to call the Village of Twin Lakes for required inspections. (Minimum of 24-hour scheduling notice required.) All projects shall be inspected and approved prior to issuance of a final inspection certificate. (See attached inspection schedule.)

II. SITE PLAN REQUIREMENTS

A. The following items shall be shown on the site plan:

1. Dimensions of lot.
2. Location and dimensions of all existing and proposed structures on lot.
3. Setback distances from all lot lines, shorelines and wetlands to structures and driveways. Distances shall be measured from the edge of the street right-of-way(s) and property line side and rear lot lines.
4. The shore-yard setback, 25 feet from the ordinary high water elevation mark of any stream, creek, lake or pond, if applicable as of 5/5/99 subject to change.
5. The wetland setback for all structures, driveways and pavements shall be a minimum of zero feet subject to change.
6. Distance from septic or holding tank and seepage field to proposed and existing buildings and lot lines.
7. The location of any wetlands or the 100 year occurrence interval floodplain limits, if applicable.
8. Location of well and distance to all structures.
9. Height of structure from grade to the peak of roof.
10. Amount and location of fill indicated by inches or feet over the area to be filled.
11. The site plan must be drawn with a recognized architect or engineering scale and include a north arrow.
12. Use of each structure.

NOTE: STREET RIGHT-OF-WAY IS PROPERTY BOUNDARY LINE.

- A. Side view section shall show size of lumber to be used on center spacing of walls and ceiling members, type of insulation, etc. (Attached is a sample side view.)
- B. All bottom sill plates in contact with cement shall be pressure treated.
- C. All additions and alterations to existing homes shall comply with the provisions of the State of Wisconsin Department of Industry, Labor and Human Relations Construction Codes.
- D. All additions and alterations to existing homes shall comply with the State and Village Codes and Ordinances.

