



## Deck/Porch/Stairs Application

Single Family, Two Family, Agricultural & Upland Conservancy Districts

Building Inspection Department

9915 39<sup>th</sup> Avenue

Pleasant Prairie, WI 53158

Phone: 262.694.9304

Email: [buildinginspection@pleasantprairiewi.gov](mailto:buildinginspection@pleasantprairiewi.gov)

Community Development Department

9915 39<sup>th</sup> Avenue

Pleasant Prairie, WI 53158

Phone: 262.925.6726

Email: [communitydevelopment@pleasantprairiewi.gov](mailto:communitydevelopment@pleasantprairiewi.gov)

### GENERAL INFORMATION

Address	Subdivision	Tax Parcel Number	
Project Description/Scope of Work			
Deck Area (sq. ft.)			
Number of Steps		Total Height of Stairs (ft.)	
Covered Porch Area (sq. ft.)		Total Height of Covered Porch (ft.)	
<b>Porch materials (walls, roof and flooring) for a covered porch or a screen porch.</b> <i>A fully glazed porch or sunroom requires an Addition Application to be submitted.</i>			
Wall Materials			
Roof Materials			
Flooring Materials			
<b>Will this deck surround an existing or proposed above ground swimming pool?</b> <i>If surrounding a new above ground pool, then submit an Above Ground Swimming Pool Application.</i>	<input type="checkbox"/>	Yes	<input type="checkbox"/> No
<b>Will a hot tub be placed on the deck?</b> <i>If yes, submit a Hot Tub Application with load calculations.</i>	<input type="checkbox"/>	Yes	<input type="checkbox"/> No
<b>Will your project include electrical work?</b> <i>If yes, submit a Residential Electrical Application.</i>	<input type="checkbox"/>	Yes	<input type="checkbox"/> No
Estimated Construction Cost	Estimated Completion Date		

### CONTRACTORS

Dwelling Contractor	Name and Address (City, State & ZIP)	
		License #
		Phone
		Email
Dwelling Contractor Qualifier	Name and Address (City, State & ZIP)	
		License #
		Phone
		Email

**MINIMUM SUBMITTALS See Deck/Porch/Stair Requirements**

<input type="checkbox"/>	Plat of Survey or Site Plan if no survey is available, that shows the location of existing and proposed structures, any easements on the property and all required setbacks. <b><i>A plat of survey may be available to download from the Kenosha County Interactive Mapping site.</i></b>
<input type="checkbox"/>	Construction Plans
<input type="checkbox"/>	Property Owner Cautionary Statement, required if property owner is acting as their own Contractor
<input type="checkbox"/>	Residential Electrical Application, if applicable
<input type="checkbox"/>	Written approval from We Energies if the structure is proposed to be located within a We Energies Utility Easement. Contact: We Energies at 262-763-1044
<input type="checkbox"/>	Written Approval from Architectural Control Committee, 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 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, then permit will be put on hold until the information is received and the 10-day review period will start again. The Applicant will be contacted when the permit is ready to be issued with total permit fees due and permit conditions. 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**

All required inspections shall be scheduled at least 2 business days in advance by calling 262.694.9304 with the permit number.

**REQUIRED SIGNATURES**

By submitting this application, I certify that all of the information and attachments submitted are true and correct to the best of my knowledge. I understand that for any work started or completed without proper permits, a triple fee will be charged. I agree that all of the work will be done in accordance with all applicable Village, County, State and Federal codes, ordinance requirements and permit conditions. I also agree to allow the inspection of the premises by the Village's Inspectors during regular business hours.

**PROPERTY OWNER**

Print Name

Mailing Address

City/State/ZIP

Phone

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



## Property Owner Cautionary Statement

Building Department  
9915 39<sup>th</sup> Avenue  
Pleasant Prairie, WI 53158  
Phone: 262.694.9304  
Email: [buildinginspection@pleasantprairiewi.gov](mailto:buildinginspection@pleasantprairiewi.gov)

### CAUTIONARY STATEMENT EXCEPTIONS

A cautionary statement is not required for projects to be completed by the property owner related to the installations of a swimming pool, hot tub, pergola, driveway or fence.

### CAUTIONARY STATEMENT TO OWNERS OBTAINING BUILDING PERMITS

Section 101.65(lr) of the Wisconsin Statutes requires municipalities that enforce the Uniform Dwelling Code to provide an owner who applies for a building permit with a statement advising the owner that:

If the owner hires a contractor to perform work under the building permit and the contractor is not bonded or insured as required under s. 101.654 (2) (a), the following consequences might occur:

- (a) The owner may be held liable for any bodily injury to or death of others or for any damage to the property of others that arises out of the work performed under the building permit or that is caused by any negligence by the contractor that occurs in connection with the work performed under the building permit.
- (b) The owner may not be able to collect from the contractor damages for any loss sustained by the owner because of a violation by the contractor of the one- and two- family dwelling code or an ordinance enacted under sub. (1) (a), because of any bodily injury to or death of others or damage to the property of others that arises out of the work performed under the building permit or because of any bodily injury to or death of others or damage to the property of others that is caused by any negligence by the contractor that occurs in connection with the work performed under the building permit.

### CAUTIONARY STATEMENT TO CONTRACTORS FOR PROJECTS INVOLVING BUILDINGS BUILT BEFORE 1978

If this project is in a dwelling or child-occupied facility, built before 1978, and disturbs 6 sq. ft. or more of paint per room, 20 sq. ft. or more of exterior paint, or involves windows, then the requirements of ch. DHS 163 requiring Lead-Safe Renovation Training and Certification apply. Call (608)261-6876 or go to the Wisconsin Department of Health Services' lead homepage for details of how to be in compliance.

### WETLANDS NOTICE TO PERMIT APPLICANTS

You are responsible for complying with state and federal laws concerning the construction near or on wetlands, lakes, and streams. Wetlands that are not associated with open water can be difficult to identify. Failure to comply may result in removal or modification of construction that violates the law or other penalties or costs. For more information, visit the Department of Natural Resources wetlands identification web page or contact a Department of Natural Resources service center.

### ADDITIONAL RESPONSIBILITIES FOR OWNERS OF PROJECTS DISTURBING ONE OR MORE ACRE OF SOIL

I understand that this project is subject to ch. NR 151 regarding additional erosion control and stormwater management standards, and will comply with those standards.

### OWNER'S SIGNATURE

Signature		Date	
Print Name		Tax Parcel Number	
Property Address			



## Residential Deck/Porch/Stairs Requirements

Single Family, Two Family, Agricultural & Upland Conservancy Districts

Building Inspection Department

9915 39<sup>th</sup> Avenue

Pleasant Prairie, WI 53158

Phone: 262.694.9304

Email: [buildinginspection@pleasantprairiewi.gov](mailto:buildinginspection@pleasantprairiewi.gov)

Community Development Department

9915 39<sup>th</sup> Avenue

Pleasant Prairie, WI 53158

Phone: 262.925.6726

Email: [communitydevelopment@pleasantprairiewi.gov](mailto:communitydevelopment@pleasantprairiewi.gov)

### GENERAL INFORMATION

Pursuant to Article XIII of Chapter 420 of the Village Municipal Code no person shall construct, repair, replace, install, enlarge, or alter any decks, porches, steps or stairs unless a valid permit has first been issued pursuant to the following requirements. These requirements apply to a screen porch. A fully glazed porch or sunroom is an addition and requires an Addition Application to be submitted.

### SETBACK REQUIREMENTS

The following chart provides the minimum setbacks for decks/porch/stairs; provided that the structure is not located within any easements, is not located within the 100-year floodplain or is not located on the water side of the ordinary highwater mark of any navigable waterway.

#### MINIMUM SETBACK TO PROPERTY LINES

District	Street Setback from Arterial street or highway (ft)	Setback from non-arterial street or back of curb of private street (ft)	Side property Lines (ft)	Rear Property Line (ft)	Wetlands on the property (ft)
A-2	60	35	3	5	10
A-3	60	35	3	5	10
R-1	60/45*	35	3	5	10
R-2	60/45*	35	3	5	10
R-3	60/45*	25	3	5	10
R-4	60/45*	25	3	5	10
R-4.5	60/45*	25	3	5	10
R-5	60/45*	25	3	5	10
R-6	60/45*	25	3	5	10
R-7	60/45*	25	3	5	10
R-8	60/45*	25	3	5	10
R-12**	60/45*	25	3**	5**	10
C-2	60	35	3	5	10

\*If the property is a corner lot with no access to the arterial street the reduced setback is allowed.

\*\*A deck, porch or stairs shall be setback a minimum of 3 feet from the exterior side property lines of the Manufactured/Mobile Home Park (MMH Park), 5 feet from the exterior rear property line of the MMH Park and 3 feet from an adjacent manufactured/mobile home including an adjacent deck, porch, steps and stairs.

### DECK SURROUNDING AN ABOVE GROUND SWIMMING POOL REQUIREMENTS *See other swimming pool enclosures that are allowed within the Above Ground Swimming Pool Requirements*

A deck with a guard surrounding the outer perimeter of an above ground swimming pool shall be installed; provided that the following requirements are met:

- (a) The deck guard shall meet the minimum requirements of the Uniform Dwelling Code SPS Section 321; except as specified below:
- [1] The height of the deck including the guard shall be a minimum of four feet and a maximum of eight feet, as measured from the finished yard grade to the top of the deck guard; and
  - [2] The maximum height of the guard shall be 42 inches as measured from the top of the finished deck; and
  - [3] The guard may be constructed of an opaque solid surface as approved by the Zoning Administrator or the guard may be constructed to prevent the through-passage of a sphere with a minimum diameter of 2 <sup>3</sup>/<sub>8</sub> inches and a maximum diameter of 4 <sup>3</sup>/<sub>8</sub> inches.

- (b) The yard grade around the perimeter of the swimming pool shall remain level or slope downward away from the swimming pool a minimum of five feet from the base of the swimming pool and the yard grade shall not be artificially elevated by bringing in fill as to elevate the pool higher than the existing grades of the property; and
- (c) The ladder or steps used as a means of ingress/egress to the swimming pool shall be enclosed with one of the following:
  - [1] A guard with a self-closing and self-locking mechanism that is a minimum of four feet in height and a maximum of six feet in height as measured from the finished yard grade to the top of the guard; or
  - [2] The ladder or steps shall be hinged at the top and capable of being raised out of the reach of children with a self-locking mechanism, wherein the self-locking mechanism is a minimum of four feet as measured from the finished yard grade; or
  - [3] A ladder or steps that is covered with a self-enclosing and self-latching barrier.