

Garage / Shed Permit Application Procedures

- 1. Provide Two copies of a *plat of survey or a measured drawing that includes:**
 - The location of the structure in relation to property lines and to other structures on the lot. **A PDF copy is preferred.*
 - The distance between structures should be measured from any roof overhang if applicable.
 - The minimum distance between structures is typically 10’.
 - The minimum distance (setback) is from lot lines. *Structures can’t be constructed in utility, sewer and storm-water easements.*
 - Setback information can be obtained from the Planning/Zoning Department at (262) 664-7876 or (262) 664-7829. Email: planning@mtpleasantwi.gov

- 2. Provide a copy of a * Structural Drawing (Building Plan) that includes:**
 - An overhead view of the garage showing placement of doors, windows roof line and the overall garage size and shape. **A PDF copy is preferred.*
 - A Cross Section of the garage slab / foundation, wall and roof construction.
 - Header sizes and type/grade of lumber.
 - If using trusses supply the truss calcs and layout (layout if available).
 - If attached to a house, show footing/foundation and depth below grade (min. 48” below grade).
 - The Mount Pleasant “Accessory Structure Wall Section” may only be used as the Structural Drawing for a garage or shed that has a concrete slab on grade.

- 3. Site review of the proposed building required:**
 - The Mt Pleasant Engineering Department will need to inspect/review the property for compliance with Village Grading and Drainage regulations prior to issuing a Building Permit.
 - A Grading Plan may be required depending on site conditions. *Can be a PDF.*
 - A Road Opening Permit is required for new driveways on Village Streets.
 - Engineering Information. Email: engineering@mtpleasantwi.gov

- 4. Complete and submit the Building Permit Application:**
 - The Cautionary Statement is required for property owners that apply for permits.
 - The Building Inspectors will calculate permit fees.

For Building Construction/ Permit Information contact:

262-664-7824 or 262-664-7825 Email: buildinginspection@mtpleasantwi.gov

Site plans, surveys and building plans can be sent as a PDF via e-mail.

All staff can also be reached via e-mail. Contact information, permit information and permit forms are on the Village Website: www.mtpleasantwi.gov