

Commercial / Industrial / Multi-Family Buildings “Permit Application Procedures”

1. Submit Building plans that have been reviewed and approved by a State of Wisconsin Plan Review office. (Chapter SPS 361.30). Contact DSPS at (608)266-2112 for more information.

Only very minor building alterations might not need State Plan Review.

Contact the building inspection office prior to submitting building and hvac plans.

Provide a PDF (digital) copy of building plans via email, file-share, drop-box or flash drive.

Email plans to: buildinginspection@mtpleasantwi.gov or email a file-share link.

2. HVAC and Plumbing plans need State Plan Review. *Only very minor alterations might not need State Plan Review.* Provide a PDF (digital) copy of mechanical plans.

2. Sprinkler Plans (if applicable) must be submitted and approved by the Mt. Pleasant (South Shore) Fire Dept. **prior** to issuing a Building Permit.

3. For new buildings and additions: A grading, drainage and site plan approved by the Village Engineer **prior** to issuing a Building Permit.

4. For new buildings and additions: A site plan approved by the Planning/Zoning Department **prior** to issuing a Building Permit.

4. State of WI or County Highway Access Permit, if applicable

5. Approved and recorded certified survey map (CSM), if applicable

6. Culvert Permit and Road Opening Permit if applicable.

Permit fees: Will be calculated by the Building Inspection Dept.

Impact Fees: Parks, Storm water, Law, Fire and Transportation fees.

Impact Fees are due on new construction buildings and building addition projects and will be calculated when sufficient information is submitted to Village staff.

REC Fee: The REC fee is a water usage fee calculated by the City of Racine Water Dept. REC Fee calculation form for commercial projects must be submitted to the Village of Mt. Pleasant.

Residential (Multi-Family) use REC fees are pre-calculated.

Connection Fees: Apply to new sewer and water connections and will be calculated when sufficient information is submitted to Village staff.

For additional information please call or email

Mount Pleasant Building Dept. (262) 664-7824 or 664-7825. Office Hours: 8-10am & 1-2pm.

buildinginspection@mtpleasantwi.gov

Mount Pleasant Planning Dept.

262-664-7829 or 664-7876

Mount Pleasant Engineering Dept.

262-664-7842 or 664-7833

Mount Pleasant Sewer Utility/ Stormwater Utility

(262) 664-7849

South Shore Fire Dept

(262) 995-1211