

One and Two Family Dwellings Additions and Alterations

“Permit Application Procedures”

- A complete sets of plans in a PDF format, file share link, flash drive, etc.
- For Additions, a PDF copy of a plat of survey or a measured drawing showing the location of the structure in relation to property lines and to other structures on the lot. The distance between structures should be measured from any roof overhang if applicable. The minimum distance between structures is 10'. Setback information can be obtained from the Planning Department.
- An approved and recorded certified survey map (if applicable). *A PDF copy.*
- A grading and drainage plan approved by the Village Engineer for lots **not** in a subdivision with a master grading plan (this must be approved prior to application for a Building Permit) (if applicable).
- Heat loss calculations (if applicable).
- WI Engineer stamped roof and floor truss plans and the layout (prior to rough inspection) (if applicable).
- A Sanitary Permit from Racine County if a mound or septic system is required.
- Specs for a manufactured fireplace.
- State or County Highway Access permit, if applicable.
- Culvert fees, (if applicable, culvert placement by the Mount Pleasant Highway Department).

Contact:

Building Inspection: buildinginspection@mtpleasantwi.gov

Planning Dept: 262-664-7876 or 664-7829. rpalm@mtpleasantwi.gov
sschultz@mtpleasantwi.gov

Website link: <http://www.mtpleasantwi.gov/8/Departments>