

Deck/ Porch Permit Application Procedures

Email Plans and Permit apps to: buildinginspection@mtpleasantwi.gov

- 1. Provide a plat of survey or a measured drawing that includes:**
 - The location of the deck or structure in relation to property lines and to other structures on the lot and underground electrical or other utilities.
 - Minimum 10' from rear lot line unless attached to a dwelling.
 - Minimum 10' from side lot line unless attached to a dwelling.
 - Setback information can be obtained from the Planning/Zoning Department at 262-664-7876 or 262-664-7829.

- 2. Provide a Structural Drawing (plan) that includes as applicable:**
 - An overhead view showing joists, beams, ledgers, headers, post layout and any other structural elements drawn to scale at a minimum of 1/4" per foot.
 - Material estimates & printouts from Menards, Home Depot, Lowes, etc are not acceptable as construction drawings.
 - An overhead view of the structure showing placement of doors, windows roof line and the overall size and shape.
 - A Cross Section of the footings, slab, foundation, deck, wall, roof, posts, stairs, guardrail, balusters, etc.
 - If using trusses supply the truss calcs and layout (layout if available).
 - If attached to a house or a building, show ledger details such as bolt size/spacing, flashing, joist hangers, etc.

- 3. Site review of the proposed structure required:**
 - Decks and similar structures supported on posts generally don't need site review if the grade/ drainage is not being altered.
 - The Mt Pleasant Engineering Department may need to inspect/review the property for compliance with Village Grading and Drainage regulations prior to issuing a Building Permit.
 - Failure to have the proposed building site reviewed by the Village Engineers prior to applying for the Building Permit may cause delays.
 - A Grading Plan may be required.
 - Engineering Information contact: 262-664-7833 or 262-664-7842.

- 4. Complete the Building Permit Application:**
 - Property Owners that apply for the permit fill out name, address, phone #, project value, signature/ date & also sign the Cautionary Statement.
 - Contractors that apply for the permit also fill out lower portion.
 - The Building Inspectors will calculate permit fees.

For Building Construction/ Permit Information contact:
buildinginspection@mtpleasantwi.gov 262-664-7824 or 262-664-7825.

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