

Garage / Shed Permit Application Procedures (Plans, survey and Permit app may be sent by email)

- 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.
 - Only 2 Garages or Sheds allowed. If there is an Attached Garage on the House, then only 1 additional Garage/ Shed may be built.
 - 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) from lot lines is typically 10’ or minimum easement distance. *There can be utility, sewer and storm-water easements.*
 - Setback information can be obtained from the Planning/Zoning Department at (262) 664-7876 or (262) 664-7829.
 - The total sq’ of attached and /or detached garages & sheds can’t exceed 85% of the sq’ of the House. *The sq’ of the house per the assessor records.*

- 2. Provide Two copies 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 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 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.
 - A Road Opening Permit is required for new driveways on Village Streets.
 - Engineering Information 262-664-7833 or 262-664-7849.

- 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 Contractor Information.
 - The Building Inspectors will calculate permit fees.

For Building Construction/ Permit Information contact:

Leonard Hannula 262-664-7825 lhannula@mtpleasantwi.gov

Brian Ingham 262-664-7824 bingham@mtpleasantwi.gov

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