

One and Two Family Permit Application Procedures

“Provide the Following Information”

1. Submit the Mt Pleasant Building Permit Application Form. Fill out the owner, applicant, contractor information and sign the form.
(the building inspector will calculate permit fees)
2. Provide all contractor information as shown on State of WI Form # SBD-5823.
3. Home Owners applying for a building permit must sign the “Cautionary Statement” *(unless they have the Wisconsin DCQ & Contractors License)*
4. Contractors applying for a building permit must have the Wisconsin DCQ & Contractors License.
5. Provide a house plan drawn to scale, min ¼” per ft preferred. A digital (PDF) copy of the building plan is preferred. *The digital plan may be emailed, copied to a flash drive, etc.*
6. Wall Bracing Plan required per 321.25-(b) effective 4/1/2014 Complete the Wall Bracing Compliance Worksheet or provide necessary information on the Building Plan. *(show wall dimensions and make notations for all designated braced wall lines)*
7. Provide a WI Engineer stamped roof and floor truss plans and the layout prior to rough inspection. *A PDF copy is preferred.*
8. Provide heat loss calculations from REScheck or other approved methods. *A PDF copy is preferred.*
9. Provide a plat of survey of the proposed dwelling. Must be drawn by a Wisconsin Registered Land Surveyor. An as-built foundation re-cert is also required. *A PDF copy is preferred.*
10. Provide an erosion control plan for the lot *(this may be drawn on a copy of the Survey. A PDF copy is preferred.*
11. Provide the signed “Acknowledgement of Approved Grading/ Drainage Plan” form. *A PDF copy is preferred.*
12. Provide the signed “Sidewalk Agreement” form if there is a public sidewalk on the lot. *A PDF copy is preferred.*
13. An approved and recorded Certified Survey Map (CSM). *(This typically only applies to lots divided from a larger parcel). A PDF copy is preferred.*
14. For lots that are not in a subdivision with an approved Master Grading Plan: Provide a grading and drainage plan approved by the Village Engineer. *Note: The grading plan must be signed and sealed by an engineer and approved by the Village engineer **prior** to issuing a Building Permit*
15. State or County Highway Access permit if a new driveway entrance is on a County Road or State Highway.
16. [Road Opening Permit for any new driveway connecting to a Village Street.](#)
17. Culvert Permit if a culvert is required on a Village Street.
18. A Sanitary Permit from Racine County if a mound or septic system is required.