

One and Two Family Permit Application Procedures

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

1. Submit the Mt Pleasant Building Permit Application Form. Fill out the owner, applicant, contractor information and sign the form. Electronic signature ok. *(the building inspector will calculate permit fees)*
2. Complete the online building permit app with DSPS website link. <https://dsps.wi.gov/Documents/Programs/UDC/RequestingElectronicBuildingPermitFAQ.pdf>
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 UDC building permit must have the Wisconsin DCQ & Contractors License.
5. Provide a PDF copy of the house plan drawn to scale, min ¼” per ft preferred. *The digital plan may be emailed, copied to a file share, 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 PDF copy of the WI Engineer stamped roof and floor truss plans and the layout prior to rough inspection.
8. Provide a PDF copy of the heat loss calculations from REScheck or other approved methods.
9. Provide a PDF copy of a plat of survey of the proposed dwelling. Must be prepared by a Wisconsin Registered Land Surveyor. *An as-built foundation re-cert is also required before backfilling.*
10. Provide a PDF copy of an erosion control plan for the lot *(this may be drawn on a copy of the Survey.*
11. Provide a PDF copy of the signed “Acknowledgement of Approved Grading/ Drainage Plan” form.
12. Provide a PDF copy of the signed “Sidewalk Agreement” form if there is a public sidewalk on the lot.
13. An approved and recorded Certified Survey Map (CSM) if applicable. *(This typically only applies to lots divided from a larger parcel).*
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 Road.
18. A Sanitary Permit from Racine County if a mound or septic system is required.