

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. 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.