

## Commercial / Industrial / Multi-Family Buildings “Permit Application Procedures”

### GENERAL INFORMATION:

1. Submit Building plans that have been reviewed and approved by a State of Wisconsin Plan Review office. (Chapter SPS 361.30). Contact DSPS at (608)266-2112 for more information.  
*Only very minor building alterations might not need State Plan Review.*  
Contact the building inspection office prior to submitting building and hvac plans.

**Provide a PDF (digital) copy of building plans.**

2. HVAC and Plumbing plans need State Plan Review. *Only very minor alterations might not need State Plan Review.*  
Provide a PDF (digital) copy of mechanical plans.

**2. Sprinkler Plans (if applicable) must be submitted and approved by the Mt. Pleasant (South Shore) Fire Dept. prior to issuing a Building Permit.**

3. For new buildings and additions: A grading, drainage and site plan approved by the Village Engineer **prior** to issuing a Building Permit.

4. For new buildings and additions: A site plan approved by the Planning/Zoning Department **prior** to issuing a Building Permit.

4. State of WI or County Highway Access Permit, if applicable

5. Approved and recorded certified survey map (CSM), if applicable

6. Culvert Permit and Road Opening Permit if applicable.

**Permit fees:** Will be calculated by the Building Inspection Dept.

**Impact Fees:** Parks, Storm water, Law, Fire and Transportation fees.

Impact Fees are due on new construction buildings and building addition projects and will be calculated when sufficient information is submitted to Village staff.

**REC Fee:** The REC fee is a water usage fee calculated by the City of Racine Water Dept. REC Fee calculation form for commercial projects must be submitted to the Village of Mt. Pleasant.  
*Residential (Multi-Family) use REC fees are pre-calculated.*

**Connection Fees:** Apply to new sewer and water connections and will be calculated when sufficient information is submitted to Village staff.

### **For additional information please call**

Mount Pleasant Building Dept.	8-10 am or 1-2 pm	(262) 664-7824 or 664-7825
Mount Pleasant Planning Dept.		(262) 664-7876
Mount Pleasant Engineering Dept.		(262) 664-7842 or 664-7849
Mount Pleasant Sewer Utility/ Stormwater Utility		(262) 664-7849
South Shore Fire Dept		(262) 995-1211