

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

1. Submit Commercial Building & HVAC plans for review to E-Plan Exam at this link:
<https://app.smartsheet.com/b/form/932beaee68364c92af069b9a87b0e870>
[Click here to make Commercial Plan Review Application to the Village of Mount Pleasant!](#)

Or at this link: <https://eplanexam.com/submit-a-project/>

Only very minor building alterations might not need to be sent to the Plan Review Service.

Questions: Contact buildinginspection@mtpleasantwi.gov

2. Plumbing plans need DSPS State Plan Review as applicable. Provide a PDF (digital) copy of plumbing plans via file share or email plans to: plumbing@mtpleasantwi.gov

2. Sprinkler & Fire Alarm 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: Civil plans 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 applicable 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 required information is submitted to Village staff.

For additional information please call or email

Mount Pleasant Building Dept. (262) 664-7824 or 664-7825. Office Hours: 8-10am & 1-2pm.

buildinginspection@mtpleasantwi.gov

Planning Dept: planning@mtpleasantwi.gov

262-664-7829 or 7876

Plumbing Inspection: rbowers@mtpleasantwi.gov

262-664-7847

Engineering Dept: engineering@mtpleasantwi.gov

262-664-7833 or 7849

South Shore Fire Dept: elockhart@mtpleasantwi.gov

262-995-1211