

Deck/ Porch Permit Application Procedures

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

- 1. Provide a plat of survey or a measured drawing for zoning approval:**
 - Provide a drawing with the location of the deck or structure in relation to property lines and to other structures on the property. *A PDF is preferred.*
 - The Planning/Zoning Department reviews the site plan for compliance.
 - Setback information can be obtained from the Planning/Zoning Department.

- 2. Provide a Building Plan that includes (if applicable): *A PDF copy is preferred.***
 - An overhead view showing joists, beams, ledgers, headers, post layout and any other structural elements drawn to scale at a minimum of 1/4" per foot.
 - A Cross Section of the footings, slab, foundation, framing, wall, roof, posts, stairs, guardrail, balusters, etc.
 - An overhead view of the structure showing placement of doors, windows roof line and the overall size and shape.
 - If using trusses supply the truss calcs and layout (layout if available).
 - If attached to a house or a building, include ledger details such as bolt size/spacing, flashing, joist hangers, etc.
 - **Material estimates & printouts from Menards, Home Depot, Lowes, etc are typically not acceptable as building plans.**

- 3. Site review of Grading & Drainage the proposed structure:**
 - Decks and similar structures supported on posts generally do not require site engineering review if the grade/ drainage is not being altered.
 - If the Mt Pleasant Engineering Department requires a review the property for compliance with Village Grading and Drainage regulations, the review must be completed prior to issuing a Building Permit.
 - Additional information may be required as determined.

- 4. Complete the Building Permit Application:**
 - Property Owners that apply for the permit fill out name, address, phone #, project value, signature/ date & also sign the Cautionary Statement.
 - Contractors that apply for the permit also fill out contractor's information.
 - The Building Inspectors will calculate permit fees.

For Building Construction/ Permit Information contact:
buildinginspection@mtpleasantwi.gov 262-664-7824 or 262-664-7825.

Engineering Information contact:
engineering@mtpleasantwi.gov 262-664-7833 or 262-664-7842.

Planning/Zoning contact:
planning@mtpleasantwi.gov 262-664-7876 or 262-664-7829

Contact information, permit information and applications: www.mtpleasantwi.gov