

## Deck/ Porch Permit Application Procedures

- 1. Provide Two copies of a plat of survey or a measured drawing that includes:**
  - The location of the deck or structure in relation to property lines and to other structures on the lot and underground electrical or other utilities
  - Minimum 10' from rear lot line unless attached to a dwelling
  - Minimum 10' from side lot line unless attached to a dwelling
  - Setback information can be obtained from the Planning/Zoning Department at (262) 664-7876 or (262) 664-7829
  
- 2. Provide Two copies of a Structural Drawing (plan) that includes as applicable:**
  - 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
  - Material estimates & printouts from Menards, Home Depot, Lowes, etc are not acceptable as construction drawings
  - An overhead view of the structure showing placement of doors, windows roof line and the overall size and shape
  - A Cross Section of the footings, slab, foundation, deck, wall, roof, posts, stairs, guardrail, balusters, etc
  - If using trusses supply the truss calcs and layout (layout if available)
  - If attached to a house show ledger details such as bolt size/spacing, flashing, joist hangers, etc
  
- 3. Site review of the proposed structure required:**
  - Decks and similar structures supported on posts generally don't need site review if the grade/ drainage is not being altered
  - The Mt Pleasant Engineering Department may need to inspect/review the property for compliance with Village Grading and Drainage regulations prior to issuing a Building Permit
  - Failure to have the proposed building site reviewed by the Village Engineers prior to applying for the Building Permit may cause delays
  - A Grading Plan may be required
  - Engineering Information contact Tony Beyer 262-664-7849 or Steve Houe 664-7842
  
- 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 lower portion
  - The Building Inspectors will calculate permit fees

For Building Construction/ Permit Information contact:

Brian Ingham 262-664-7824 [bingham@mtpleasantwi.gov](mailto:bingham@mtpleasantwi.gov)

Leonard Hannula 262-664-7825 [lhannula@mtpleasantwi.gov](mailto:lhannula@mtpleasantwi.gov)

All staff can also be reached via e-mail. Contact information, permit information and forms are on the Village Website: [www.mtpleasantwi.gov](http://www.mtpleasantwi.gov)