



Multi-Family Accessory Structure Application

Building Inspection Department
9915 39th Avenue
Pleasant Prairie WI 53158
Phone: 262.694.9304
Email: buildinginspection@pleasantprairiewi.gov

Community Development Department
9915 39th Avenue
Pleasant Prairie WI 53158
Phone: 262.925.6726
Email: communitydevelopment@pleasantprairiewi.gov

GENERAL INFORMATION

Job Address	Tax Parcel Number
Property Owner	
<input type="checkbox"/> Property Owner is Acting as Contractor	
Estimated Cost of Project	Estimated date of completion

PROJECT DESCRIPTION

Work proposed (check all that apply)

<input type="checkbox"/>	Deck/Porch/Steps/Stairs	Size (sq. ft.)	
<input type="checkbox"/>	Screen Porch (a fully glazed porch or sunroom is an addition)	Building Size (sq. ft.)	Height (ft)
		Siding Material	Roofing material
<input type="checkbox"/>	Residential Communication Structure (antenna)	<input type="checkbox"/> Free Standing Height (ft.) <input type="checkbox"/> Building Mounted Height above roof line (ft.)	
<input type="checkbox"/>	Other:		

MINIMUM SUBMITTAL REQUIREMENTS (one paper copy and one pdf copy)

<input type="checkbox"/>	Plat of Survey or approved Site Plan showing location of proposed structure and setbacks to property lines and setbacks to other buildings or structures on the property.
<input type="checkbox"/>	Cautionary Statement as attached and Construction Plans.
<input type="checkbox"/>	Village Electrical/Plumbing/HVAC permit application (if applicable).
<input type="checkbox"/>	Written approval from Architectural Control Committee (if applicable).
The Village may require additional information be submitted to ensure that all Village requirements are being met. The Applicant will be contacted, if additional information is required to be submitted.	

PERMIT REVIEW AND ISSUANCE OF PERMIT

- Permits may require up to 10 business days to process. If during the Village's review of the application, information is missing or additional information is required, the permit will be put on hold until the information is received, then the 10 day review period will start again once the additional information is received. The Applicant will be contacted when the permit is ready to be issued with total permit fees due and permit conditions.
- It is the responsibility of the applicant to schedule all required inspections with the Village within 48 hours of the requested inspection.
- It is the responsibility of the applicant to provide a copy of the permit conditions to the contractor/owner.

Before digging call Diggers Hotline at 1-800-982-0299 to have all underground utilities marked.

INSPECTIONS- scheduled at least 48 hours in advance by calling 262.694.9304 with the Permit Number

1. **Location (staking) Inspection:** This inspection is required for all structures prior to being constructed/installed. The applicant is responsible to physically stake the location of the proposed structure and the adjacent property lines so that the Village inspectors can readily determine that the proposed building/structure meets the required setbacks. The Village accepts no responsibility for the property owner accuracy of property lines.
2. **Footing Forms Inspection:** This inspection is required prior to concrete being poured.
3. **Framing Inspection:** This inspection is required prior to concealing any work.
4. **Electrical Inspection:** These inspections are required prior to concealing any work.
5. **Final Inspection:** Upon completion of the project, a final inspection shall be scheduled.

REQUIRED SIGNATURES

I hereby certify that all of the above statements and attachments submitted, are true and correct to the best of my knowledge. Furthermore, I understand that for any work started or completed without proper permits, a triple fee will be charged.

I hereby apply for a permit herein described and as shown on the attached required application and plans, and hereby agree that all of the work will be done in accordance with all applicable Village, County, State or Federal codes and ordinance requirements and permit conditions. The applicant further agrees to permit the inspection of the premises by the Village's Inspectors during regular business hours.

PROPERTY OWNER	CONTRACTOR
	Company Name
Print Name	Print Name
Mailing Address	Mailing Address
City/State/ZIP	City/State/ZIP
Phone	Phone
Email	Email

APPLICANTS SIGNATURE: The applicant, either the property owner or the contractor, is responsible to obtain the permit, schedule inspections and ensure compliance with all permit conditions.

Signature:	Check one:	Date
	<input type="checkbox"/> Owner <input type="checkbox"/> Contractor	