



ARCHITECTURAL BOARD
BUILDING PERMIT APPLICATION CHECKLIST

The following is a list of the required information, which is necessary for the application to be placed on the ARCHITECTURAL BOARD AGENDA. If any of the items listed below have not been included in the submittal, the submittal will be considered incomplete and the building permit application will not be placed on the ARCHITECTURAL BOARD AGENDA.

The following items and application fee of \$116 New Construction / \$104 for Additions, Alterations & Accessory Buildings, are required by 12:00 noon on the Monday two weeks preceding the board meeting, for the applicant to be placed on the ARCHITECTURAL BOARD AGENDA. The Board meeting is held on the 2nd Monday of every month at 6:30 PM at Mequon City Hall. **Agendas must have a minimum of 4 items and a maximum of 15 items. IT IS MANDATORY THAT A REPRESENTATIVE IS IN ATTENDANCE.**

THE FOLLOWING ARE REQUIRED FOR REVIEW BY THE BOARD
NO REVERSED PLANS ACCEPTED

- 3 - Sets of drawings to ¼ inch scale on 24" x 36" maximum size sheets.
- Elevation drawings of all sides with materials labeled.
- Dimensioned foundation plan.
- Dimensioned floor plans; 1st, 2nd, etc. **including window and door sizes.**
- 3 - Sets of color photos of existing home for additions or storage structures.
- Plans as submitted comply with the subdivision deed restrictions or declaration of covenants.
- Site survey: 3 - Copies drawn to scale of 1 inch equals 40 feet of site survey. (If greater scale shows detail). Show distances from front, rear and side property lines. For additions an existing survey may be used.
- Completed City of Mequon Building Permit Application.

ITEMS TO BE HANDED OUT AT TIME OF APPLICATION

- | | |
|---|--|
| <input type="checkbox"/> Guidelines Handout | <input type="checkbox"/> Erosion Control Handout |
| <input type="checkbox"/> Culvert Handout (Call for Appointment) | <input type="checkbox"/> Information Handout |

FOR NEW CONSTRUCTION OF 1 & 2 FAMILY RESIDENCES AND ADDITIONS

(MUST BE SUBMITTED BEFORE PERMIT WILL BE ISSUED)

- Heat loss calculations to be submitted before permit will be issued for additions on residences built after 1980 and all new construction.
- Sites served by private onsite wastewater treatment systems (POWTS) shall obtain an evaluation from the Department of Land & Water Management 262-238-8270.
- Well location is to be shown on survey for additions.
- Complete set of structural plans and **wind bracing plans.**
- A fully dimensioned floor plan of all living areas plus the basement.
 - Max size paper 11 x 17 - note room locations and square footage of living area - required for new construction only.
- Stake out survey - 3 copies - required for new construction only.
- Grading plan in conformance with the Master Grading Plan for the subdivision or maintaining the existing overall drainage pattern. Contours must be shown at a minimum of 1' with spot elevations as required to show proper drainage. The proposed finished floor or top of block and lookout or walkout elevations must be included as applicable.
- Completed Wisconsin Uniform Building Permit Application - required for new homes only.

Signature _____