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[www.ci.mequon.wi.us](http://www.ci.mequon.wi.us)

**INSPECTION DIVISION**

## **ARCHITECTURAL BOARD BUILDING PERMIT APPLICATION CHECKLIST**

The Architectural Board meeting is held on the 2<sup>nd</sup> Monday of every month starting at 6:00 p.m. at Mequon City Hall. Please check the website, [www.ci.mequon.wi.us](http://www.ci.mequon.wi.us) for an up-to-date schedule as on occasion there are dates added or cancelled.

To be placed on the Architectural Board Agenda, the following items are required by **12:00 noon on the Monday three weeks prior to the board meeting**. If any of the items listed below have not been included in the submittal, the submittal will be considered incomplete and will not be placed on the ARCHITECTURAL BOARD AGENDA.

**Note:** The schedule is set on a first come, first serve basis with a minimum of 4 items and a maximum of 15 items.

- **3 - Sets of drawings** to ¼ inch scale on 24" x 36" maximum size sheets. These shall include all elevations, floor plans, foundation plan, roof plan, and cross sections.  
**Elevation Drawings** shall include all proposed elevations of the building, even if changes to the elevation are not proposed. This is to ensure consistency of all elevations. In cases where a building element may be skewed from another, it may be necessary to draw more than the four primary elevations of the building to clearly explain the intent of the design. All building elevations must be fully dimensioned to indicate heights above grade for all components. If the project is a building addition or remodeling, the original structure should be clearly illustrated as new building versus existing structure. ***The complete existing elevation should be shown in all cases of additions and remodeling.*** All building materials must be identified and noted on each elevation drawing. This is to include, but not limited to, type and size of siding, type and size of masonry, window type size and material, roofing material, fascia, rakes, soffits, eaves and flashing materials.  
**Dimensioned floor plans** shall include all floor plans of the proposed building. Each plan must include a North arrow, complete dimensions, and include room names for each space. In the case of an addition, each room shall be tagged either existing or new. In the case where there is a detached garage, a separate plan, fully dimensioned, for the garage must be included
- **3 - Sets of color photos** that includes all elevations of existing home and any accessory structures on the property.
- **Plat of Survey for Additions/Alterations/Outbuildings** (to be less than one year old and completed by a licensed surveyor or an accurate survey showing all buildings) This document must include all property lines with distances bearings, North arrow, exact location of all existing and proposed buildings, parking areas, drives, public improvements, easements, required zoning setbacks and offsets, existing trees, grades at one-foot (1') intervals, and other key features of the site. 3 - Copies drawn to scale of 1 inch equal to 40 feet of site survey. (If greater scale, show detail). Show distances from front, rear and side property lines.
- **Site Plan** (Include a North arrow, dimensions, and proposed roof configuration) This document must include all property lines, utility and access easements, zoning required setbacks and offsets, North arrow, exact location of all existing and proposed buildings or additions including roof overhangs, all hard surfaced areas (parking areas, drives, patios, terraces sidewalks etc.), swimming pools, and other accessory structures.
- **Completed City of Mequon Building Permit Application**
- **Statement of intent** All petitioners must complete a statement describing the proposed project. The description should explain the existing site conditions, the design rationale for the project, and any unique limitations of the project. Generally, not to exceed one paragraph.
- **Residential Zoning Form – Verify setbacks/offsets with Inspections Department prior to submittal.**  
**Direct Phone Number: 262-236-2921**
- **Signatures on last page**
- **Filing Fees** - A check payable to the City of Mequon is required to go before the Architectural Board, the fees are: New house - \$ 160.00, Additions/Alterations/Accessory Structures - \$ 135.00, Exterior Changes that do not add to the overall square footage, i.e., windows/doors/roof changes/siding - \$ 75.00.
- **Submit Plans, Survey/Site Plan and Pictures in a pdf form to:** [kheil@ci.mequon.wi.us](mailto:kheil@ci.mequon.wi.us). The pdf submittal is in addition to items listed above that must be submitted in person.
- **If in a Homeowner's Association neighborhood**, it is strongly suggested that homeowners/contractors comply with the subdivision deed restrictions or declaration of covenants.

**Signature Section**

Projects approved by the Architectural Review Board (ARB) are final. Any changes to the approved plans shall be discussed with the Inspection Department. If the inspectors deem the change to be substantial, the project will need to be resubmitted to the ARB as a new submittal. This will require a full submittal to the ARB including all related fees. The elevation pages shall be set up so that the approved elevation and the new proposed elevation shall be on the same page for each of the four elevations. Clouds shall be used to show the changed areas.

Failure to follow the approved plans is a violation of the issued permit and may be subject to penalties including but not limited to, a double permit fee and / or citation.

**IT IS MANDATORY THAT A REPRESENTATIVE IS IN ATTENDANCE**

Owner Signature (Required) \_\_\_\_\_ Date \_\_\_\_\_

Contractor Signature (If Available) \_\_\_\_\_ Date \_\_\_\_\_

Architect Signature (If Available) \_\_\_\_\_ Date \_\_\_\_\_

**ITEMS TO BE HANDED OUT AT TIME OF APPLICATION**

- Guidelines Handout
- Culvert Handout (Call for Appointment)
- Erosion Control Handout
- 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. See grading plan requirement below.
- Completed Wisconsin Uniform Building Permit Application - required for new homes only. [https://esla.wi.gov/apex/customer\\_portal\\_intro\\_page](https://esla.wi.gov/apex/customer_portal_intro_page)
- City of Mequon Water Utility Form if connecting to City Water & Sewer. New Sewer Form if connecting to City Sewer only. Both forms can be found on [www.ci.mequon.wi.us](http://www.ci.mequon.wi.us) under Forms.

**\*Grading Plan Requirements:**

1. Contours must be shown at a minimum of 1’ with spot elevations required to show proper drainage. The proposed finished floor or top of block and lookout or walkout elevations must be included as applicable.
2. The plans shall show the existing & proposed grades of the lot on which it is proposed to erect the building for which a building permit is sought & of the immediately adjoining property in sufficient detail to indicate the surface water drainage before & after the completion of the grading. No permit shall be issued if the erection of the building & the proposed grades shall unreasonably obstruct the natural flow of water from the surface of adjoining property or obstruct the flow of any existing ravine, ditch, drain or storm water sewer draining neighboring property, unless suitable provision is made for such flow by means of adequate ditch or pipe, which shall be shown on the plans & shall be constructed so as to provide continuous drainage at all times.
3. Sump pump and downspout discharges must be clearly marked on the grading plan for review and approval. All sump pump discharges must be connected to storm sewer or roadside ditch. If neither storm sewer nor a roadside ditch is available, the applicant must request approval from the City Engineer to discharge the sump pump to an approved drainage facility.
4. Indicate the area, in square feet, of added impervious surfaces including all buildings, pavement, gravel patios, etc. Impervious surface additions of 5,000 sq. ft. to ½-acre not included as a part of an approved stormwater management plan are subject to a Green Infrastructure Plan by MMSD Ch. 13 Rules. All information needed to create and submit a green infrastructure plan can be found on the city website: <https://www.ci.mequon.wi.us/publicworks/page/green-infrastructure-and-stormwater-requirement-faqs>
5. For new home construction fill out the Building Permit Application Engineering Date Sheet (attached).

After your application has passed the Architectural Board Meeting and you would like the building permit issued, please contact the Inspections Department at 262-236-2924 to start the process.



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Public Works/Engineering

**BUILDING PERMIT APPLICATION ENGINEERING DATA SHEET**  
**(New Home Construction Only)**

Please populate all following information. See the Architectural Board Building Permit Application Checklist for additional information.

**Address or Parcel:** \_\_\_\_\_

**Grading plan and building information:**

1. Please confirm that the grading plan submitted shows existing and proposed grading contour lines, proposed building top of wall/foundation, top of foundation footing, and final yard grade.

- Existing & Proposed Grading Contour Lines       Top of Foundation Footing
- Proposed Building Top of Wall/Foundation       Final Yard Grade

2. If the building is proposed in a platted subdivision, does the grading plan adhere to the subdivision master grading plan?

- Yes
- Lot is not part of a platted subdivision
- No – please include an explanation on separate page

3. The sump pump discharge location must be shown on the grading plan. The sump pump must discharge to one of the following locations.

- Roadside ditch
- Storm sewer
- I am requesting approval for a different discharge location because neither of the above are available.

4. Fill to be excavated from and imported to the site as part of building construction and grading: \_\_\_\_\_ cubic yards

Building permits allow up to 1,000 cubic yards (CY) of fill excavation and import. Fill and excavation exceeding 1,000 CY requires a fill permit from the Engineering Division and Planning Commission approval.

**Storm water information:**

5. Added impervious surface (includes buildings, patios, roof, walks, driveways, etc.): \_\_\_\_\_ square feet

Impervious surface additions of 5,000 sq. ft. to ½-acre not included as a part of an approved stormwater management plan are subject to a Green Infrastructure Plan by MMSD Ch. 13 Rules. All information needed to create and submit a green infrastructure plan can be found on the city website:

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**Applicant Signature (Required)** \_\_\_\_\_ **Date** \_\_\_\_\_