



Commercial / Multi-Family MEP Permit Application

(HVAC, Elec, Low Volt & Plumbing)

Building Inspection Department

9915 39th Avenue

Pleasant Prairie WI 53158

Phone: 262-694-9304

Email: buildinginspection@pleasantprairiewi.gov

General Information (one application per contractor)

| | | | |
|-------------------------------------|---------------------------------------|------------------|---------------------|
| Job Address: | | Tax Parcel # | |
| <input type="checkbox"/> Commercial | <input type="checkbox"/> Multi-family | Cost of Project: | Date of Completion: |

Project Information (check all that apply)

| | | | |
|--|--|--|---|
| <input type="checkbox"/> State Reviewed and Approved <input type="checkbox"/> State Approval Letter Included | | | |
| <input type="checkbox"/> Requesting Certified Municipal Review <input type="checkbox"/> HVAC <input type="checkbox"/> Lighting | | | |
| <input type="checkbox"/> New Building | <input type="checkbox"/> Existing Building | <input type="checkbox"/> Accessory Structure | <input type="checkbox"/> Addition |
| <input type="checkbox"/> Alteration | <input type="checkbox"/> Repair | <input type="checkbox"/> Replacement | <input type="checkbox"/> Electric |
| <input type="checkbox"/> Plumbing | <input type="checkbox"/> HVAC | <input type="checkbox"/> Plans Included | <input type="checkbox"/> Specs included |

License Information (please include license number and expiration date, no license required for low voltage work)

| | |
|----------------------------------|-------------------------------|
| WI Electrical Contractor License | WI Master Electrician License |
| WI Plumbing Contractor License | WI Master Plumber License |
| WI HVAC Contractor License | WI HVAC Qualifier License |

Electrical and Information (Photovoltaic systems will require plan review, please submit one-line and specs)

| | | |
|-----------------------------|-------------------|-------------------|
| Distribution Equipment QTY: | Generator QTY: | Solar KW: |
| Openings QTY: | Lot Lighting QTY: | Pool/Hot tub QTY: |

Low Voltage Information

| | | |
|---------------------|----------------|-----------|
| Control Panels QTY: | Equipment QTY: | Openings: |
|---------------------|----------------|-----------|

Plumbing Information

| | | |
|---------------------------------|-------------------------------|----------------------------|
| Fixture QTY: | Catch Basin QTY: | Manhole QTY: |
| Water Lateral LNFT: | Sanitary Lateral LNFT: | Storm Lateral LNFT: |
| Under Slab Building Water LNFT: | Building Sanitary Drain LNFT: | Building Storm Drain LNFT: |
| Fire Protection Loop LNFT: | Restraint System QTY: | Gas Line LNFT: |

HVAC

| | | |
|--------------------|----------------------|-------------------|
| Heating Units QTY: | Cooling Units QTY: | P-Tac QTY: |
| Exhaust Fan QTY: | Duct Extension LNFT: | Kitchen Hood QTY: |
| Fireplace QTY: | Gas Line LNFT: | Other: |

Project Description

| | |
|--|---------------|
| Is this MEP work part of a building construction project <input type="checkbox"/> Y <input type="checkbox"/> N | Project Name: |
|--|---------------|

Permit Review and Issuance

- A separate permit is required for every trade type identified above, even if the work is being performed by the same contractor. E.g. Electrical and fire alarm, HVAC and temperature control wiring, etc.
- 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 placed on hold. Once the information is received, the 10-day review period will start over. The Applicant will be contacted when the permit is ready to be issued with total permit fees due and (if) any additional requirements.
- It is the responsibility of the permit holder (applicant) to call and schedule all required inspections with the Building Inspection Department within 48 hours of the requested inspection date at 262-694-9304.

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

Contractor Information ☐ Applicant

Company Name

Contact Name

Address

City/ST/Zip

Phone

Email

Tenant Information ☐ Applicant

Company Name

Contact Name

Address

City/ST/Zip

Phone

Email

Applicant Signature

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

I hereby apply for a permit herein described and as shown on the attached required applications and plans, and hereby agree that the work performed will be in accordance with all applicable Village, County, State or Federal codes and references therein. The applicant further agrees to permit the inspection of the project by the Building Inspection Department inspectors during regular business hours.

Sign:

Date: