



VILLAGE OF JACKSON

"Small Town Living / World Class Technology"

Requirements For Issuing Building Permits

Work will not begin until all required information is submitted to the Building Inspector and a building permit is issued. Work started before a permit is obtained is liable for double permit fees being charged, legal action being taken and work will be stopped.

The following information is required for the issuance of a building permit:

1.) PLOT PLANS OR PLATS OF SURVEY:

TWO (2) PLANS FOR RESIDENTIAL AND THREE (3) PLANS FOR COMMERCIAL

- showing all existing buildings and lot dimensions
- setbacks from lot lines and existing buildings
- location and description of all erosion control measures
- easements (public & private)

NOTE: Setbacks are measured from the furthestmost foundation projection of buildings, such as deck, porch, etc. to the property line.

2.) BUILDING PLANS DETAILED WITH:

TWO (2) PLANS FOR RESIDENTIAL AND THREE (3) PLANS FOR COMMERCIAL

- heating, ventilation and air conditioning layout (Commercial Plans only)
- construction plans, dimensions of the building rooms, doors, windows, etc.
- proposed elevation of the house and the finish grade of the site, wall cross sectional, footing and foundation
- manufactured floor and roof truss calculations and approvals

3.) Energy calculation sheet for New Construction only

4.) Building Permit Application and Emergency Contact Form

PLUMBING: PLUMBING SHALL BE INSTALLED ONLY BY STATE LICENSED PLUMBERS.

ELECTRIC: ALL ELECTRICAL WIRING IN NEW RESIDENTIAL HOMES SHALL BE DONE BY LICENSED ELECTRICAL CONTRACTORS.

Work will be done according to the conditionally approved plans and according to the UDC One and Two Family Code, Comm. Chapters 20-25 and for commercial structures Comm. Chapters 60-66. Plumbing will be done according to the conditionally approved plans and the State Plumbing Code, Comm. Chapters 81-87, Comm. Chapter 16 Volume 2 and the National Electrical Code (NEC) Current addition. One (1) set of conditionally approved plans will be kept on file with the Building Inspector, one (1) set of conditionally approved plans returned to the owner/contractor to be kept on the construction site and one (1) set of plans given to the Fire Department for commercial buildings.

If you have any questions, please call the Building Inspection Office at 677-9696.

Mailing Address
P.O. Box 637

N168 W20733 Main Street
Jackson, Wisconsin 53037

Phone: (262) 677-9696
Fax: (262) 677-9710



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Inspections Required During Construction

- 1.) Setbacks and location of new and existing buildings with Erosion Control Measures installed.
- 2.) Footing – **before pouring concrete, all forms are set, and bleeders installed.**
- 3.) Foundation
 - a. Inspection of drain tile, prior to stoning.
 - b. Inspection of waterproofing of exterior.
 - c. Inspection of exterior insulation of foundation walls.
- 4.) Rough inspections to be made **before covering up work**
 - a. General construction, including framing.
 - b. Rough electrical.
 - c. Rough plumbing and pressure test according to Comm. 82.21.
 - d. Rough heating, ventilating and air conditioning.
 - e. Insulation and vapor barrier.
 - f. Basement floor and drain tile.
- 5.) **Final inspection must be completed before occupancy.**

All work must be inspected, rough and final, by the Building Inspection Department. Failure to call for required inspections could result in removal of covering material to allow the required inspections to be performed. Also, a fee could be assessed for failure to call for required inspections.

The builder or contractor will be responsible for notifying the Building Inspection Department and making sure the inspection is complete. This does not prohibit the right of the Inspection Department to make the inspection within 48 hours as allowed under the State Building Code. When calling for a required inspection, all work must be completed or a re-inspection fee will be charged to the contractor and would be required to be paid to the Village prior to the inspection being performed.

PLUMBING: Plumbing installation must be made by a Plumber licensed in the State of Wisconsin and must have a valid Plumbing license.

ELECTRICAL: All electrical work must be completed by an Electrical Contractor with a valid Village of Jackson Electrical license.

TO SCHEDULE INSPECTIONS:

**Call the Building Inspection Office at (262) 677-9696
MONDAY THROUGH FRIDAY, BEFORE 9:00 A.M.
FOR THE SAME DAY INSPECTION.**

Calls received after 9:00 A.M. inspection will be held until the next work day.

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BUILDING PERMIT CARD AND BUILDING ADDRESS POSTING

Once a building permit has been applied for and obtained, the building permit card must be posted. When the work is started, the card shall be posted on the front of the building or property and visible from the street. Placing the card in the window on the inside or in a garage window is recommended as long as it faces the street. Work being done with a permit, but with the permit card not posted, could result in additional inspection fees being charged to the permit holder.

ALL WORK MUST BE INSPECTED BY THE BUILDING INSPECTION DEPARTMENT. FAILURE TO CALL FOR REQUIRED INSPECTIONS COULD RESULT IN A FEE BEING ASSESSED ACCORDING TO THE VILLAGE OF JACKSON ORDINANCES.

Building Permits are valid for two years, providing there is no more than a six month lapse in work. The permit is only good for the work identified on the Permit Application. Any additional work would require a Building Permit to be applied for and issued.

The Village of Jackson requires the display of building address numbers as assigned. When a Building Permit is issued by the Village of Jackson Building Inspector, all new structures will receive address numbers for the location of the new structure. The numbers must be posted during the construction and upon occupancy being granted by the Building Inspector. The building address numbers must be permanently attached to the structure at a location that is clearly visible from the street and near a light fixture. Failure to post the building numbers during construction with the building permit will result in a stop work order being placed on the building until the building address numbers are installed.

If you have any questions, please feel free to contact the Building Inspector's Office at (262) 677-9696.



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BUILDING PERMIT APPLICATION FOR VILLAGE OF JACKSON

Please Print Permit # _____

Date _____

Owner _____ Phone _____

Street Address _____

City _____ State _____ Zip _____

Project Address _____

City _____ State _____ Zip _____

Contractor _____

Contractor Address _____

Contractor License No. _____ Qualifier License No. _____ Phone No. _____

****2 sets of plans for residential and 3 sets of plans for commercial****

Type of Project _____

Size of Building (or remodeled area) _____

Cost of Project _____

Building Plat of Survey or Certified Survey Map (C.S.M.)

Air Conditioner – Tons _____ # of Units _____

Furnace – BTU's _____ # of Units _____

******* FOR OFFICE USE ONLY *******

Permit Fee _____

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P.O. Box 637

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Jackson, Wisconsin 53037

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Fax: (262) 677-9710



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CONTRACTOR EMERGENCY CONTACT FORM

Contractor Name: _____

Address of Contractor: _____

Telephone Number: _____ Fax Number _____

Responsible Party: _____

Title: _____

Emergency Contact #1: _____ Telephone Number: _____

Emergency Contact #2: _____ Telephone Number: _____

Electrical Contractor: _____ License Number: _____

Address: _____

Telephone Number: _____ Fax Number _____

Emergency Telephone Number: _____

Plumbing Contractor: _____ License Number: _____

Address: _____

Telephone Number: _____ Fax Number _____

Emergency Telephone Number: _____

Heating Contractor: _____ License Number: _____

Address: _____

Telephone Number: _____ Fax Number _____

Emergency Telephone Number: _____

FIRE DEPARTMENT REQUIREMENTS FOR COMMERCIAL, INDUSTRIAL AND MULTI-FAMILY DWELLINGS

PRE-CONSTRUCTION PLAN REVIEWS

All construction plans shall be reviewed by the fire department prior to the plans being submitted for a conditional use permit. The fire department will forward its comments and recommendations to the Planning Commission and to the Village Board, the decisions made by the Village Board are final and will be enforced.

BUILDING PROTECTION SYSTEMS

All new construction along with additions/remodeling projects if not fully protected by an automatic sprinkler system shall have at a minimum a heat and or smoke detection system. The system shall be installed to conform to the State Building Code and National Fire Protection Association (NFPA) Standards. A permit is required for all protection systems installed in the village; permits are available at the fire department or the Village Hall.

Automatic Sprinkler Systems:

- A 30 degree 5" storz connection is used for the fire dept. connection; the connection shall be placed at a minimum of 36" to a maximum of 42" above the finished grade.
- Addition/remodeling work will require a change of the FDC to the 5" storz connection.
- An audio and visual alarm shall be installed above the FDC on the outside of the building, and one shall be installed above the control valves in the building for new and remodeling projects.
- A fire hydrant shall be located within 150' of the fire department connection
- The hydrant for the FDC shall not be located within the building collapse zone; the fire department considers the collapse zone to be 1.5 times the height of the building.
- Fire Hydrant spacing shall be no more than 250' apart on public streets.
- Fire Hydrant spacing on private property shall be no more than 350' from a hydrant located on a public street for high hazard occupancies.
- Access to the Sprinkler Control Valves shall be kept clear and shall be marked.

Smoke/Heat Detection Systems:

- Systems if not monitored by a central station shall have located outside of the building and audio and visual alarm with the location determined by the fire department.
- Pull Stations shall be required with location to be determined by code or fire department.
- If applicable the Annunciator panel/key pad shall be located by door controlled by Knox Box.

Knox Box Entry Systems:

- All new construction along with addition/remodeling projects shall install a Knox Box and shall contain keys found to be necessary to provide emergency access. Location of the Knox Box shall be determined by the fire department. Location of choice would be the front entrance to the building; exceptions shall be made in writing to the fire department. The mounting height of the Knox Box shall be between 5 and 6 foot above grade exceptions shall be made in writing to the fire department.

If you have questions, contact the Fire Department at (262) 677-3811 during normal business hours.

W204 N16722 S. Jackson Drive · P.O. Box 527 · Jackson, WI 53037 · Station 262-677-3811 · Fax 262-677-9471
E-mail: jacksonwfd@jacksonwired.com

JACKSON POLICE DEPARTMENT

REQUIREMENTS FOR COMMERCIAL, INDUSTRIAL AND MULTI-FAMILY DWELLINGS

Site plans and conditional use permit applications are reviewed by the Chief of Police in conjunction with the Director of Public Works, Building Inspector, Fire Chief, and Village Administrator.

Generally, the department will look at:

- Site lighting: adequate to protect persons and property?
- Street design: promotes safe movement, limits conflicts and vision obstructions?
- House numbers: is placement helpful to emergency responders?
- Proposed use: appropriate- from a safety standpoint- for the area?

The department encourages residential builders to install quality deadbolt locks, in combination with a strike plate and doorframe that have been secured with extra long screws.

A Business Locator form (available at the police department) should be filed prior to construction and kept up-to-date until the project is completed. This is important in case of an after-hours emergency at the site.

Posting “no trespassing” signs is strongly suggested; it serves the notice required by law and can lead to immediate arrest of someone found on the site. The yellow signs sold at many hardware stores are adequate.

Chief Jed Dolnick
262 677-4949
chiefdolnick@jacksonwipd.com

