



VILLAGE OF JACKSON

"Small Town Living / World Class Technology"

Interior Remodeling / Addition

The following information is necessary to obtain a building permit for interior remodeling & additions to existing structures. **A building permit application must be complete with all the applicable required information.** Failure to provide all information & 2 plans (Survey required only on additions to structures) will delay the permit issuance process. The Building Inspector may request additional information as required.

Processing of permits is usually five (5) working days, but at peak construction times processing may take longer.

1.) Construction Plans. 2 detailed construction plans on a minimum of an 8 ½" x 11" sheet of paper showing the building exterior dimensions, dimensions of the building rooms, labeling of rooms, doors, windows, etc. Building addition will require footing and foundation details and a building cross section. If the plans are not drawn to scale, exact dimensions shall be given. The scale used shall be shown on plan.

2.) Survey/Plot Plan (Additions only). 2 surveys or plot plans showing the location on the site of the proposed building as well as all existing structures, easements and lot dimensions. Surveys or plot plans shall be drawn on a minimum of an 8 ½" x 11" sheet of paper and be drawn to scale or have exact dimensions. The scale used shall be shown on plan.

3.) Separate Permits are required for electric, plumbing, and HVAC work being done. In single-family construction the homeowner is allowed to obtain the needed permit, and complete the work.

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

5.) 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.

6.) 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.

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



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BUILDING PERMIT APPLICATION FOR VILLAGE OF JACKSON

Please Print:

Date _____ Permit # _____

Owner _____ Phone _____

Street Address _____

City _____ State _____ Zip _____

Project Address _____

City _____ State _____ Zip _____

Contractor _____

Contractor Address _____

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

Year Built _____ **(NOTE: If house is older than 1978, a DHS License is required.)**

Wisconsin Lead Safe Company No. _____ Wisconsin Lead Safe Renovator 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 _____