



# VILLAGE OF JACKSON

*"Small Town Living / World Class Technology"*

## Roofing/Siding Permit

The following information is necessary to obtain a building permit for roofing/siding. A **building permit application must be complete with all the applicable required information**. Failure to provide all information & 2 plans 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 Material list.** Two copies of a construction material list shall be submitted along with the permit application. The material list shall contain type of material, number of layers of roofing material, and description of construction procedure. A contractor's bid proposal can be substituted for the construction list.

**2.) Water Department notification** shall be done by the owner/contractor prior to starting the construction project. The outside water meter register shall be removed and reattached by the Village of Jackson Water Department (only) during the siding of the structure is being installed. The Water Department can be notified by calling 262-677-9001.

**3.) Dwelling contractor financial responsibility.** No person may obtain a building permit for a one or two family dwelling unless the person holds a certification issued by the department as a dwelling contractor financial responsibility certification or a dwelling contractor financial responsibility-resisted certification, except as provided under Section 101.654(1)(b). Wis. Stats. Section 101.654(1)(b), Wis. Stats., exempts an owner of a dwelling who resides or will reside in the dwelling for a minimum of six (6) months and who applies for a building permit to perform the work on the dwelling from obtaining a dwelling contractor financial responsibility certification.

**4.) All construction debris is the responsibility of the property owner or contractor.**

**5.) The cost of construction shall be indicated on the building permit application.**

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 \_\_\_\_\_