



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/CERTIFIED SURVEY MAP:

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

- Plans must indicate the location all proposed and existing buildings including full lot dimensions.
- Plans must indicate all required setbacks from lot lines, existing buildings, and any right-of-way areas.
- Plans must show the location and description of all erosion control measures.
- Plans must show any easements (public & private) impacting the parcel.

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 FOUR (4) PLANS FOR COMMERCIAL

- Plans shall include heating, ventilation and air conditioning layout (Commercial Plans only)
- Plans shall include scaled floor plans and elevations, dimensions of the building including rooms, doors, windows, etc. Plans must also include detailed emergency exit/egress information.
- Plans must show the proposed elevation of all structures and the finish grade of the site, wall cross sections, and footing and foundation
- Plans shall include engineering specifications for all beams, girders, columns, footings (point loads), as well as manufactured floor and roof truss calculations and approvals.

3.) Energy calculation sheet for New Construction only. (Res-check or Com-Check)

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.

HVAC: ALL HVAC INSTALLATIONS SHALL BE PERFORMED BY QUALIFIED PERSONS.

Work will be done according to the conditionally approved plans and according to the UDC One and Two-Family Code, SPS Chapters 320-325 and for commercial structures SPS Chapters 360-366. Plumbing will be done according to the conditionally approved plans and the State Plumbing Code, SPS Chapters 381-387, SPS 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 (262) 677-9696.



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Inspections Required During Construction

- 1.) **Setbacks** - 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 SPS 382.21.
 - d. Rough heating, ventilating and air conditioning.
 - e. Insulation and vapor barrier.
 - f. Basement floor and drain tile.
- 5.) **Final inspection must be completed PRIOR to occupancy. Additional inspections may be necessary.**

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 State of WI issued Plumbing license.

ELECTRICAL: All electrical work must be completed by an Electrical Contractor with a valid State of WI issued Electrical license.

To Schedule an Inspection:

Call the Building Inspection Office at (262) 677-9696 or email at: bldginsp@villageofjackson.com

MINIMUM 24 HOURS NOTICE REQUIRED

SAME DAY INSPECTION REQUESTS ARE SUBJECT TO AVAILABILITY AND NOT GUARANTEED



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PERMIT CARD AND BUILDING ADDRESS POSTING REQUIREMENTS

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 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) 677-0707.



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GENERAL PROJECT APPLICATION

APPLICATION DATE _____, 20_____ PERMIT # _____ - _____

PROJECT ADDRESS _____ Unit #: _____ Jackson, WI

OWNER INFORMATION

Name(s) _____

Phone (_____) _____ - _____ Cell/Home Email _____

Mailing Address _____

City _____ State _____ Zip _____

CONTRACTOR INFORMATION (If owner put "SELF")

Name _____

Mailing Address _____

City _____ State _____ Zip _____

Primary Contact _____ Office Phone (_____) _____ - _____

Mobile Phone (_____) _____ - _____ Email _____

*WI Contractor Lic. #: _____, Exp: _____ *WI Qualifier Lic. #: _____, Exp: _____

**License Information is required for contractors wanting to obtain a permit for work on a 1 or 2 Family Dwelling ONLY*

****SUBMIT 2 sets of plans for residential and 4 sets of plans for commercial****

PROJECT INFORMATION

Project Description _____

Size of Building (or remodeled area) _____

TOTAL Cost of Project _____

Cost of Building, HVAC and Labor **ONLY** _____

Do NOT include the cost of plumbing, electrical, landscaping, etc.

By signing below, applicant agrees to comply with the applicable requirements of Village of Jackson Code of Ordinances and to obey any and all lawful orders of the Building Inspector and all state laws regarding the construction, alteration, repair, removal and safety of buildings and other structures.

Applicant Signature: _____ **Date:** _____

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

Permit Fee: \$ _____ Date: _____ Receipt #: _____ CH / CA / CC / RCPT

Mailing Address
P.O. Box 637

W194 N16660 Eagle Drive
Jackson, Wisconsin 53037

Phone: (262) 677-9696
Fax: (262) 677-8770



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CONTRACTOR EMERGENCY CONTACT FORM

General Contractor Information

Contractor Name: _____

Contractor Address: _____

Office: (_____) _____ Mobile: (_____) _____

E-mail Address _____

Dwelling Contractor Lic. #: _____ Contractor Qualifier Lic. #: _____

Contact Person: _____

Title: _____

Emergency Contact #1: _____ Phone: (_____) _____

Emergency Contact #2: _____ Phone: (_____) _____

Electrical Contractor Information

Name: _____

Address: _____

Office: (_____) _____ Fax (_____) _____

Emergency Telephone No: (_____) _____ License Number: _____

Plumbing Contractor Information

Name: _____

Address: _____

Office: (_____) _____ Fax (_____) _____

Emergency Telephone No: (_____) _____ License Number: _____

HVAC Contractor Information

Name: _____

Address: _____

Office: (_____) _____ Fax (_____) _____

Emergency Telephone No: (_____) _____ License Number: _____

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 visible to emergency responders?
- **Proposed use:** appropriateness 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. (**Note:** *Interior keyed deadbolts are NOT permitted by the building code.*)

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 as 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 Ryan Vossekul
(262) 677-4949
chief@jacksonpolice.org