



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 (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