



COMMERCIAL OCCUPANCY APPLICATION

DEPARTMENT OF BUILDING INSPECTION
W194 N16660 Eagle Drive, Jackson, WI 53037
Phone: 262.677.9696
Email: collin.johnson@villageofjackson.com

(PLEASE PRINT CLEARLY)

Certificate #: \_\_\_\_\_

Permanent Conditional Temporary - Expires: \_\_\_\_\_

Date of Application: \_\_\_\_\_

Business Address: \_\_\_\_\_ Suite #: \_\_\_\_\_ Jackson, WI 53037

Mailing Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Legal Name of Business: \_\_\_\_\_ FEIN #: \_\_\_\_\_
(As registered with the State of Wisconsin)

Trade or Business Name: \_\_\_\_\_
(Name for which the business will be commonly known)

Bus. Phone: (\_\_\_\_) \_\_\_\_\_ Bus. Fax: (\_\_\_\_) \_\_\_\_\_ Bus. Email: \_\_\_\_\_

Type of Business: \_\_\_\_\_ Scope of Business: \_\_\_\_\_
(Examples: Retail, Office, Restaurant, etc.) (Type of goods sold, manufactured, services provided, etc.)

Area of Building to be Occupied: \_\_\_\_\_ Approx. Sq. Ft.: \_\_\_\_\_
(Example: Second floor office area incl. basement storage area.)

Anticipated work or alterations to be performed (if any): \_\_\_\_\_

Owner/Agent Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Owner/Agent Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Owner/Agent Email: \_\_\_\_\_

Contact Person Name (if other than owner): \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Property Owner: \_\_\_\_\_ Change in Property Ownership? Yes No

Property Owner Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Property Owner Email: \_\_\_\_\_

Property Owner Phone: Home: (\_\_\_\_) \_\_\_\_\_ Office: (\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_

Applicant Name: (Print Clearly): \_\_\_\_\_

APPLICANT SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

ACKNOWLEDGEMENT: By signing above, applicant acknowledges that they have read and understand the form submittal requirements, inspection requirements, and process outlined on the reverse side of this form.

Jackson Occupancy Permit Fee
Village Fee.....\$180.00 (100-0-43510)
Fire Dept. Fee.....\$100.00 (900-00-43580-000)
TOTAL FEE.....\$280.00

For Office Use Only
Date Received: \_\_\_\_\_
Amount: \$280.00
Payment Type: CA / CH / CC / RCPT
Check/Receipt #: \_\_\_\_\_
Received By: \_\_\_\_\_

THIS IS NOT AN OCCUPANCY PERMIT
Occupancy may ONLY take place once approval has been granted by the Building Inspection Department and a valid Certificate of Occupancy has been issued.

## **Occupancy Inspection Compliance Requirements**

Dear Business Owner, Agent, or Contractor:

You are provided this notice because you are submitting an application for a Certificate of Occupancy for a proposed business in the Village of Jackson. The process of obtaining a Certificate of Occupancy (CO) requires compliance with various building, plumbing, electrical, HVAC, and Life Safety codes. Inspections must be performed by Village and Fire Department staff to verify that a building, or portion thereof, is safe and compliant with applicable regulations. If any deficiencies or violations are found, you will be provided with a written list of items which require repair/correction. Depending on the severity and number of items, occupancy may or may not be granted following the inspection.

### **The following inspections must occur and permission must be granted to occupy:**

- 1. Inspection AND approval of all building, plumbing, electrical, HVAC, fire alarm and fire sprinkler installations (where applicable).**
- 2. Village Occupancy Inspection.**
- 3. Jackson Fire Department Inspection.**
- 4. Re-inspection of any items requiring correction.**

While every effort is made by Village and JFD staff to perform simultaneous inspections, scheduling conflicts may occur requiring separate inspections.

If you are proposing any type of construction activity, this form must be submitted along with your building permit application and plans. If your plans include the installation or alteration of either a fire suppression (sprinkler) system or a fire alarm system, separate plan submittals must be provided to the Jackson Fire Department.

All "Life Safety" systems including fire suppression, fire alarm, extinguishers, and exit/egress lighting must be functional, be current on all required inspections, and have all inspection, testing, and maintenance (ITM) records available on-site.

### **Please contact the following with any questions regarding respective applications:**

#### **Village of Jackson – Building and Occupancy Inspections**

Contact: Building Inspector  
Phone: 262.677.9696  
Email: [collin.johnson@villageofjackson.com](mailto:collin.johnson@villageofjackson.com)

#### **Jackson Fire Dept. – Building, Occupancy, and Fire Alarm/Sprinkler Inspections**

Contact: Fire Marshall  
Phone: 262.677.3811 x101  
Email: [cruetten@jfdwi.com](mailto:cruetten@jfdwi.com)