



INSPECTION & ZONING DEPARTMENT

W194 N16660 Eagle Drive, Jackson, WI 53037

www.villageofjacksonwi.gov

P: 262.677.9696

COMMERCIAL OCCUPANCY APPLICATION

(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 (100-00-43510-000)
Fire Dept. Fee.....\$100.00 (900-00-43580-000)
TOTAL FEE.....\$280.00 (Unless noted Otherwise)

For Office Use Only
Amount: \$180.00 / \$280.00
Date Received: _____
Payment Type: CH / CC / CASH
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 applying for a Certificate of Occupancy to use and occupy a building/space 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 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 until all necessary violations have been corrected. Upon request made to the Inspection Department, temporary occupancy may be granted on a case-by-case basis, to allow for owners to occupy a building or space for the purposes of setting up, moving in equipment and merchandise, etc.

Where no violations are found or are not related to the life, health, and safety of the building, or its occupants, occupancy may be granted at the discretion of the Director of Inspections.

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:

Building & Zoning Department – Occupancy Inspections

Contact: Collin Johnson – Director of Inspections & Zoning
Phone: 262.677.9696
Email: collin.johnson@villageofjacksonwi.gov

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

Contact: Jim Huyser – Assistant Fire Chief
Phone: 262.677.3811 x412
Email: jhuyser@jacksonfdwi.gov