



Inspection & Zoning Department

W194 N16660 Eagle Drive, Jackson, WI 53037

www.villageofjacksonwi.gov

P: 262.677.9696

ROOFING or SIDING PERMIT

The following information is necessary to obtain a building permit for roofing and/or siding, soffit & fascia. **A General Building Project Application must be complete with all the applicable required information.** Failure to provide all information including a scope of work 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.

NOTE: Roofing and Siding projects may NOT be combined. SEPARATE permit applications are REQUIRED.

1.) Scope of Work. A scope of work outlining all construction work to be performed shall be submitted along with the permit application. The scope of work shall outline the type whether the project includes a tear-off of the existing roofing/siding, number of existing layers of roofing material, the type of replacement material(s), and a description of construction procedure. If windows are also being installed/replaced as part of a siding project, you must include that information in the scope of work. A DETAILED contractor's bid proposal can be substituted for the scope of work.

2.) Water Department Notification. The permit applicant **SHALL** notify the water utility department **PRIOR** to starting the construction project. The outside water meter transponder shall be removed by the Village of Jackson Water Department before removing or installing siding on the structure.

The Water Department can be notified by calling (262) 677-0707 ext. 712. (Minimum of 24-hour notice is required.)

If the water meter register is damaged or missing, a fee of \$125.00 will be assessed upon final inspection.

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. Dumpsters may **NOT** be placed on public roads or within public right-of-way areas, utility easements, drainage ditches, etc. without PRIOR Village Approval. Contact the Jackson Police Department for street privileges.

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

6.) PERMIT FEES: Separate fees are required for Roofing and Siding (\$75.00 for EACH project)

EACH property address requires a SEPARATE permit application. (Example: 4-unit condo = 4 permits)