



Inspection & Zoning Department

W194 N16660 Eagle Drive, Jackson, WI 53037

www.villageofjacksonwi.gov

P: 262.677.9696

NEW CONSTRUCTION & ADDITIONS **Permit Submittal and Inspection Requirements**

The following information is required for the issuance of a permit for all **new construction and additions**. Failure to provide all information will delay the permit issuance process. The Building Inspector may request additional information as required.

- 1.) **GENERAL PROJECT PERMIT APPLICATION:** *(Complete all information on form)*
- 2.) **WI-UNIFORM BUILDING PERMIT APPLICATION:** *(For NEW 1&2 Family Homes ONLY)*
- 3.) **OCCUPANCY APPLICATION:** *(For NEW construction of commercial, industrial, manufacturing projects ONLY)*
- 4.) **SIGNED CAUTIONARY STATEMENT FORM:** *(Wetlands Disturbance Notice & Erosion Control Management Notice)*
- 5.) **DRIVEWAY APPROACH PERMIT APPLICATION:** *(Required for NEW driveway approaches that abut public roads.)*
- 6.) **COMPLETED EMERGENCY CONTACT FORM**
- 7.) **DETAILED BUILDING PLANS INCLUDING:** *(Required for ALL Construction)*

RESIDENTIAL PROJECTS - THREE (3) COPIES - (MAXIMUM SIZE 18" X 24") AND 1 DIGITAL COPY *(11" X 17" Preferred)*
COMMERCIAL PROJECTS - FOUR (4) COPIES - (MAXIMUM SIZE 30" X 42") AND 1 DIGITAL COPY

- a. FULLY SCALED construction plans/floor plans, which include dimensions of the building rooms, doors, windows, etc.
 - b. Engineering documents and calculations to support any specialized construction
 - c. Proposed elevation of the structure(s) and the finish grade of the site, wall cross sections, footing and foundation details. Building additions will require footing and foundation details and a building cross section
 - d. Manufactured floor and roof truss calculations and approvals including full bracing details
 - e. Heating, ventilation, and air conditioning layout with energy calculations (See #4 below)
 - f. Signed Cautionary Statement *(See Permits & Forms webpage)*
- 8.) **ENERGY CALCULATION WORKSHEETS:** *(ResCheck for residential or ComCheck for commercial)*
- 9.) **PLAT OF SURVEY, CERTIFIED SURVEY MAP, OR PLOT PLAN, including:**

TWO (2) copies for all new construction and additions showing:

- All existing buildings and lot dimensions
- Setbacks from lot lines and existing buildings *(see note below)*
- Location and description of all erosion control measures
- Easements (public & private) including all existing site utilities

NOTE: *Setbacks are measured from the furthestmost foundation projection of buildings, such as deck, porch, etc. to the property line.*

NOTE: *Plats of Surveys and CSM's are recorded at the County Register of Deeds. You may check the County GIS system or contact the Register of Deeds office directly. (Taxkey or Parcel numbers are required prior to calling or searching.)*

CONSTRUCTION: Construction shall be performed in compliance with Chapters SPS 320-325 – *WI Uniform Dwelling Code* (UDC) or SPS Chapters 361-366 - *WI Commercial Building Code* and according to the conditionally approved plans.

PLUMBING: Plumbing installations must be performed by a plumber licensed in the State of Wisconsin and shall comply with the conditionally approved plans and the Chapters SPS 381-384 – *WI State Plumbing Code*.

ELECTRIC: Electrical installations must be performed by WI Licensed Electrical Contractor and shall comply with Chapter SPS 316 – *WI Electrical Code*.



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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 of foundation walls.
 - 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 electric.
 - 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 Inspections including final grading of earth.** (*Must be completed PRIOR to occupancy*)
- 6.) **Occupancy Inspection**
- 7.) **Additional inspections may be necessary.**

All work must be inspected (roughs and finals) 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 permit applicant will be responsible for notifying the Building Inspection Department and making sure the inspection is complete. 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 re-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

MINIMUM 24 HOURS NOTICE REQUIRED, 48 HOURS REQUESTED

ALL INSPECTION REQUESTS ARE SUBJECT TO AVAILABILITY. REQUESTED TIMES NOT GUARANTEED