



Inspection & Zoning Department

W194 N16660 Eagle Drive, Jackson, WI 53037

www.villageofjacksonwi.gov

P: 262.677.9696

REMODELING & RENOVATING
Permit Submittal and Inspection Requirements

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

- 1.) **GENERAL PROJECT APPLICATION:** *(Complete all information on form.)*
- 2.) **SIGNED CAUTIONARY STATEMENT FORM:** *(Liability Notice & Lead Risk Notice)*
- 3.) **DETAILED BUILDING PLANS INCLUDING:** *(Required for ALL Construction)*
RESIDENTIAL - THREE (3) COPIES of plans - **(MAXIMUM SIZE 18" X 24")** AND 1 DIGITAL COPY *(11" X 17" Preferred)*
COMMERCIAL - FOUR (4) COPIES of plans - **(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. Signed Cautionary Statement *(See Permits & Forms webpage)*
- 4.) **SEPARATE PERMITS:** Electric, plumbing, and HVAC work will require permit submittals by each respective contractor. Additional plans, specifications, information may be required by the inspector. (A homeowner residing in a single-family home, where deemed competent by the inspector, may obtain the needed permit(s), and complete the work, except where restricted by state law.)
- 5.) **PERMIT SUBMITTAL:** Work shall not begin until the respective permit application(s) and required information/documents have been submitted and approved by the Building Inspector.
- 6.) **WORK APPROVAL:** Work commenced prior to issuance of a permit shall be subject to additional penalty fees. No work shall commence thereafter until the proper permits are obtained. All work shall be completed in accordance with the conditionally approved plans and the applicable sections of State of Wisconsin Administrative Code as outlined below:

Construction & HVAC: (1&2 Family)	WI Uniform Dwelling Code	Chapters SPS 320-325
Construction: (Commercial)	WI Commercial Building Code	Chapters SPS 361-366
Plumbing: (1&2 Family and Commercial)	WI State Plumbing Code	Chapters SPS 381-384
Electrical: (1&2 Family and Commercial)	WI State Electrical Code	Chapter SPS 316 & NEC

PLUMBING: Plumbing installations 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.

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Inspections Required During Construction

Work shall not begin until all required information is submitted to the Building Inspector and a permit is issued. Work commenced prior to issuance of a permit shall be subject to additional penalty fees. No work shall commence thereafter until the proper permits are obtained.

Work shall be performed according to the conditionally approved plans and according to the Chapters SPS 320-325 – *WI Uniform Dwelling Code* (UDC) or SPS Chapters 361-366 - WI Commercial Building Code. Plumbing shall comply with the conditionally approved plans and the Chapters SPS 381-384 – WI State Plumbing Code. Electrical work shall comply with Chapter SPS 316 – WI Electrical Code.

1.) Existing Construction Inspection

An inspection of existing construction may be required for certain projects. PRIOR consultation with Building Inspector is recommended and may be required where special circumstances, construction methods, reuse of existing construction and/or materials or designs do not fall within the scope of current applicable codes.

2.) Rough Inspections (To be performed *before* covering up work)

- a. Foundation (where applicable) General Building (including rough framing)
- b. Rough Electrical
- c. Rough Plumbing including above and below floor. Pressure test witnessed according to SPS 382.21.
- d. Rough HVAC (heating, ventilating and air conditioning)
- e. Rough Insulation and Vapor Barrier
- f. Basement floor and drain tile (where applicable)

5.) Final Inspections: Building, Electrical, Plumbing (*Must be completed PRIOR to occupancy*)

6.) Occupancy Inspection (*where applicable*)

7.) Additional inspections may be necessary where work is not completed or is non-compliant.

All work must be inspected, by the Building Inspection Department. Fees and/or fines may be imposed for failure to call for required inspections and could result in removal of covering materials to allow for the required inspections to be performed.

The permit applicant(s) shall be responsible for requesting all required inspections and making sure the inspection is completed and approved. When calling for a required inspection, all work must be completed, or a re-inspection fee will be charged and must be paid to the Village PRIOR to the re-inspection being performed.

Continued

- - - PERMIT CARD AND BUILDING ADDRESS POSTING REQUIREMENTS - - -

Once a permit for construction has been issued, a window (permit) card will be provided which must be posted on the front of the building or property and visible from the street. Posting in a street-facing window is recommended. Failure to properly display the permit card leads to suspicion of illegal work could result in additional inspection fees being charged to the permit holder.

ALL WORK MUST BE INSPECTED BY THE BUILDING INSPECTION DEPARTMENT. FAILURE TO CALL FOR REQUIRED INSPECTIONS COULD RESULT IN FEES AND/OR FINES BEING ASSESSED IN ACCORDANCE WITH VILLAGE OF JACKSON CODE OF ORDINANCES.

Building Permits are valid for twenty-four months from the date of issuance providing there is no more than a six-month lapse in work or failure to start work. The permit is only good for the work identified on the Permit Application. Any additional work beyond the scope of the issued permit will require additional permitting consistent with the work being performed.

The Village of Jackson requires the display of building address numbers as assigned. When a Building Permit is issued by the Village of Jackson Building Inspector, all new structures will receive address numbers for the location of the new structure. The numbers must be posted during construction and upon occupancy being granted by the Building Inspector. The building address numbers must be permanently attached to the structure at a location that is clearly visible from the street and near a light fixture whenever possible. Failure to post the building numbers during construction with the building permit will result in a stop work order being placed on the building until the building address numbers are installed.