

**TOWN OF JACKSONPORT**  
**Building and Mechanical Code**  
(Revised—10/23/2018)

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1.1 Authority

These regulations are adopted under the statutory authority granted pursuant to Section 101.65, 101.76, and 101.761 of the Wisconsin Statutes.

1.2 Purpose

This code provides certain minimum standards, provisions and requirements for safe and stable design, methods of construction and uses of materials in buildings and/or structures hereafter erected, constructed, enlarged, altered, repaired, moved, converted to other uses or demolished, and regulates the equipment, maintenance, use and occupancy of all such buildings and or structures. The purpose of this Code is to promote the health, safety, and general welfare of our community, to protect property values and provide for orderly, appropriate development and growth of the community.

1.3 Scope

This Code applies to all 1 & 2 family dwellings, all accessory dwellings, additions, alterations/remodels, decks, accessory buildings over 500 square feet and commercial buildings. Notwithstanding this section, this ordinance shall not apply to agricultural buildings, 1 & 2 family swimming pools and children's play structures.

## 1.4 Adoption of State Codes

- 1) The following Chapters of the Wisconsin Administrative Codes, as well as all subsequent revisions, are adopted by the Municipality and shall be enforced by the Building Inspector.

Ch. SPS 302.31 Plan Review Fee Schedule

Ch. SPS 305 Credentials

Ch. SPS 316 Electrical Code

Chs. SPS 320-325 Uniform Dwelling Code

Chs. SPS 361-366 Commercial Building Code

Chs. SPS 375-79 Buildings Constructed Prior to 1914

Chs. SPS 381-387 Uniform Plumbing Code

Ch. SPS 360 Erosion Control, Sediment Control & Storm Water Management

## 1.5 U D C Additions, Alterations, and Accessory Structures

Scope of Uniform Dwelling Code adopted for Additions, Alterations and Accessory buildings not within the scope of the Uniform Dwelling Code.

For the purposes of this Ordinance, the standards contained in the Wisconsin Uniform Dwelling Code shall be adopted as allowed under SPS 320.02(2)(c) to apply as the standards for the construction of the following:

- 1) Additions, alterations and major equipment replacements for one and two family dwellings built prior to June 1, 1980.
- 2) Detached accessory buildings greater than 500 sq. ft. serving one or two family dwellings shall meet the following construction standards as referenced in the current Wisconsin Uniform Dwelling Code.
  - a). Frost Protection for Footings and Foundation
    1. Grade-beam slabs are required for structures with a continuous floating slab of reinforced concrete. Slab shall not be less than four (4) inches in thickness. Reinforcement shall be a minimum of six by six (6x6) inch, number ten-wire mesh or by using 1.5 pounds of fiber mesh per cubic yard of concrete with varying fiber mesh lengths. The slab shall be provided with a thickened edge all around, eight (8) inches wide and eight (8) inches below the top of the slab.
    2. Structures not constructed with a floating slab shall have footings and foundations placed below frost penetration level, but in no case less than forty-eight (48) inches below grade unless placed directly on bedrock per SPS 321.16
    3. Foundation to wall anchor bolts shall meet the requirements listed in SPS 321.18.
  - b). Framing Construction
    1. Framing for wall, roof and ceiling assemblies shall be designed and constructed to the live loads, snow and wind loads as specified in SPS 321.02.
    2. Wall stud configuration and allowable header spans shall comply with the requirements of SPS 321.25.
    3. Roof design and framing shall comply with SPS 321.2 with weather protection per SPS

321.28.

4. Safety glass shall be installed were required in windows and doors per SPS 321.05(3).
5. Stairways to second floors or attic storage rooms with a ceiling height of seven feet or more shall be constructed to the stairway, guardrail and handrail requirements of SPS 321.04.

## 1.6 Certified Municipality Status – Commercial

- 1) **Certified Municipality.** The Town has adopted the Certified Municipality Status as described in SPS 361.60 of the Wisconsin Administrative Code.
  - a) **Responsibilities.** The Town shall assume the following responsibilities for the Department of Safety and Professional Services (Department):
    1. Provide inspection of commercial buildings with certified commercial building inspectors.
    2. Provide plan examination of commercial buildings with certified commercial building inspectors.
  - b) **Plan Examination.** Drawings, specifications and calculations for all the types of buildings and structures, except state-owned buildings and structures, to be constructed within the limits of the municipality shall be submitted, if the plans are for any of the following:
    1. A new building or structure containing less than 50,000 cubic feet of total volume.
    2. An addition to a building or structure where the area of the addition results in the entire building or structure containing less than 50,000 cubic feet of total volume.
    3. An addition containing no more than 2,500 square feet of total floor area and no more than one floor level, provided the largest roof span does not exceed 18 feet and the exterior wall height does not exceed 12 feet.
    4. An alteration of a space involving less than 100,000 cubic feet of total volume.
    5. A certified municipality may waive its jurisdiction for the plan review of a specific project or types of projects, or components thereof, in which case plans and specifications shall be submitted to the Department for review and approval.
    6. The department may waive its jurisdiction for the plan review of a specific project, where agreed to by a certified municipality, in which case plans and specifications shall be submitted to the certified municipality for review and approval.
  - c) **Plan Submission Procedures.** All commercial buildings, structures and alterations require plan submission as follows:
    1. Building permit application
    2. Application for review – SBD-118
      - a. Fees per Table 302.31-2 and SPS 302.31
      - b. Fees apply to all commercial projects
    3. 4 sets of plans
      - a. Signed and sealed per SPS 361.31
      - b. (1) set of specifications
      - c. Component and system plans
      - d. Calculations showing code compliance

## 2) Submission of Plans – 1-2 Family UDC

The owner or contractor shall, with respect to any proposed construction, submit two sets of building plans to the Inspector for any work which expands the size of a building, any new building or as required by the Inspector. If a new building or building addition is proposed, then a plot plan drawn to scale showing such proposed work and existing buildings and property lines shall be submitted. A third set of plans may be requested at the discretion of the Building Inspector for the

Assessor. The Building Inspector may require the owner or contractor to submit plans for any construction project when the Building Inspector determines that it is necessary to review such plans to assure that the proposed project will comply with all applicable codes.

## 1.7 Definitions

As used in this Chapter, the following terms have the meaning prescribed herein: (Any item not defined herein shall follow the Wisconsin Administrative Code definitions.)

- 1) Accessory building. A detached building which is incidental to the main building and which is either located on the same lot or other lot as allowed by local ordinances. This term does not include agricultural farm building uses or include residential accessory buildings used as dwellings.
- 2) Addition. Any new construction performed on a building or structure which increases the outside dimensions either in area or cubical volume.
- 3) Alteration. Any change, addition, modification or repair to a structural part of an existing structure, any change which involves room rearrangement, new fenestrations, changes to exits and stairways, or any enhancements or modifications to fire protection equipment, electrical, plumbing, heating, ventilating, air conditioning or other systems within a building or structure.
- 4) Building. Any structure erected or constructed of wood, metal, stone, plastic or other materials, which is intended to be used by human beings or animals for occupancy, livery, commerce, education, cultural activities or other purpose. This term does not include children's play structures, agricultural barns, agricultural sheds or agricultural accessory buildings.
- 5) Building Inspector. The individual(s) or firm appointed by the Municipality to exercise all of the powers and duties of a building inspector under Wisconsin law.
- 6) Construction. Any part or portion of the activity of installing, locating, siting, erecting or raising a building.
- 7) Contractor. Any person, firm or entity which undertakes any activity related to the construction of a building other than the mere provision of supplies, materials.
- 8) Demolition. The activity of completely or partially destroying a previously erected or constructed building.
- 9) Electrical. The trade which relates to the design, installation, maintenance and repair of the mechanical equipment, wiring, fixtures and connections which tie a structure to the power grid of an electric generating utility and distribute the electricity through a structure to end uses, including any work which may be performed by a master electrician licensed by the State of Wisconsin or a person under the supervision of such an electrician.
- 10) HVAC. An acronym which stands for Heating, Ventilating and Air Conditioning; the trade which installs mechanical equipment, systems and accessory ducting and gratings for the purpose of warming, purifying, cooling and exchanging air in a building.
- 11) Occupancy. The act of utilizing a building for human habitation, use or occupancy. Any use of a building for any activity which is customarily or routinely associated with utilization of a building as a residence, detached residential accessory structure, or commercial use shall constitute occupancy.

- 12) Owner. The individual, firm or entity which has record title to the real estate on which construction or demolition is taking place.
- 13) Plumbing. The trade which relates to the design, installation and maintenance or repair of pipes, drains, sinks, basins, hot water heating systems, natural gas pipes, grease traps, floor drains, and all other work for which the individual performing the work may either be a master plumber licensed by the State of Wisconsin or work under the supervision of such a plumber.
- 14) Remodeling. See definition for Alteration.
- 15) Residential Accessory Building –An accessory building approved by local zoning to be used as a second dwelling on the property and which meets the requirements of the Uniform Dwelling Code.
- 16) Repairs. Repairs for purposes of maintenance or replacements in any existing building or structure which do not involve the structural portions of the building or structure or which do not affect room arrangement, light and ventilation, access to or efficiency of any exit stairways or exits, fire protection or exterior esthetic appearance and which do not increase a given occupancy and use, shall be deemed minor repairs.
- 17) Stop work order. A directive issued with respect to a construction project by a building inspector which compels the owner and any contractor or builder of a building to cease any further work or activity on the construction project until the building inspector has authorized the resumption of the construction project.
- 18) Structure. Means anything other than a building which is constructed, erected, and framed of component parts and which is fastened, anchored, or rests on a permanent foundation or on the ground for any occupancy or use whatsoever. It includes fair, carnival and festival open structures; fire escape, stairway, or chute escapes and railings; fences and railings; open air observation, water tank and other towers; traveling cranes, hoists. This term does not include agricultural farm uses.

#### 1.8 Building-HVAC-Electrical-Plumbing Inspector

- 1) Creation and Appointment. There is hereby created the office of Building Inspector. The Building Inspector shall be appointed by the municipality. The Building Inspector shall be certified for inspection purposes by the Department in the required categories specified under SPS 305, Wisconsin Adm. Code.
- 2) Subordinates. The Building Inspector may employ, assign or appoint, as necessary, subordinate, mechanical inspectors. Any subordinate hired to inspect buildings shall be certified as defined in SPS 305, Wisconsin Adm. Code, by the Department.
- 3) Duties. The Building Inspector shall administer and enforce all provisions of this ordinance.
- 4) Powers. The Building Inspector or an authorized certified agent of the Building Inspector may, at all reasonable hours, enter upon any public or private premises for inspection purposes. The Building Inspector may require the production of the permit for any building, plumbing, electrical or heating work. No person shall interfere with or refuse to permit access to any such

premises to the Inspector or his/her agent while in the performance of his/her duties. In the event that the inspector is refused access to any such premises, then the Inspector is authorized to apply for a special inspection warrant pursuant to Section 66.0119,

- 5) Inspections. In order to permit inspection of a building project at all necessary phases without causing delay for the owner, the owner and/or contractor shall request all of the following inspections in conformity with the appropriate time frame defined in the Wisconsin Administrative Code or at least 48 hours in advance by the applicant/contractor or property owner as applicable.
  - a) Footing/Foundation Excavation
  - b) Foundation Reinforcement/Rebar
  - c) Foundation
  - d) Rough Carpentry, HVAC, Electric and Plumbing
  - e) Drantile/Basement Floor
  - f) Underfloor Plumbing
  - g) Electric Service
  - h) Insulation
  - i) Final Carpentry, HVAC, Electric & Plumbing
  - j) Erosion Control
- 6) Failure to request any inspection will be the responsibility of the contractor and/or property owner. No Construction shall be deemed approved by default or lack of inspection by the Building Inspector.
- 7) The expense of uncovering or exposing any work which must be inspected, where such work was required by the failure of the owner to request any inspection, will be the responsibility of the contractor and/or property owner.
- 8) Records. The Building Inspector shall perform all administrative tasks required by the Department under all codes covered in 1-1-06. In addition, the Inspector shall keep a record of all applications for permits and shall number each permit in the order of its issuance.
- 9) Exterior finish requirement. All buildings shall have a weather-resistant, and uniform exterior finish upon completion. Tarpaper or similar material is not acceptable.
- 10) Maintenance of yards and roads during construction. Contractors and owners shall use their best efforts to prevent soil erosion, diversion of surface water or damage to adjoining property and Town roads (See Town Road Damage Ordinance 02-2016).

## 1.9 Permit Required

### Issuance of Permit

- 1) The Inspector shall issue the requested permit if the owner or contractor demonstrates that all state, county and local submission requirements are satisfied. If a permit card is issued, it shall be posted at the job site in a visible location from the street. Permits are valid for two years and are considered expired thereafter. A permit may be extended for 30, 90, or up to 180 days with the Building Inspector's approval and payment of permit fees. If final inspections have not been scheduled or passed or an occupancy permit not issued, expired permits must either be extended or renewed per section 1a)

or 1b) or at the discretion of the Town board and building inspector may be allowed to temporarily lapse per conditions under 1c).

- 1a) Permit extension and fees. A permit extension shall be defined as up to a 6-month continuation of the original permit and shall be granted if the completion of the work is anticipated to be completed within the 6-month period following the expiration of the permit. Permit fees shall be the minimum current permit fees in effect at the time of extension application and shall be charged for each permit which has expired. Permit extensions shall commence on the day following the 2 year expiration of a permit or a

permit extension. Permit extensions shall be limited to two extensions, running concurrently for a total period of one year.

- 1b) Permit renewal and fees. A permit renewal shall be defined as a two year continuation of any expired permit. Permit renewal fees shall be; 80% of current permit fee if rough inspection through final inspection has not been completed, 20% of current permit fee if insulation through final inspection has not been completed or the minimum current fee if a final inspection has not been completed. In all cases above, the renewal fee shall be the minimum current permit fee or the described percentage fee, whichever is greater.

- 1c) Permit Lapse and fees. A permit lapse shall be defined as an indeterminate time period following the expiration of a permit for which no construction activity is conducted and shall be considered a permanent discontinuance of all previously issued permits. A permit lapse requires that the building shell be completed to include windows, doors, siding and painting. A stop-work order will be issued with the specification that alteration/remodel permits be obtained prior to re-establishing construction activities. Alteration/remodel permit fees shall be the current permit fees established at the time construction activity begins.

- 2) By accepting a permit, the applicant, owner or contractor grants the Building Inspector the right of access to the real estate on which the permitted construction or demolition will occur.
- 3) Permits are issued conditionally on the condition that the owner and/or contractor(s) shall conform to the requirements of all applicable codes, zoning ordinances and setback requirements in constructing the building.
- 4) No building, plumbing, electrical or HVAC permit shall be issued to any person who is in violation of this ordinance until such violation has been corrected.
- 5) No building, plumbing, electrical or HVAC permit shall be issued to any person to whom an order has been issued by the Building Inspector.
- 6) It shall be the responsibility of the installer or contractor to determine if a permit is required and to obtain the same prior to commencing work.
- 7) No owner or contractor may commence construction of any building or mechanical system prior to obtaining a required permit from the municipal building inspector. Contractors shall be licensed by the State of Wisconsin per SPS 305 for work performed. Homeowners doing work shall meet the requirements adopted by the State and exceptions for work allowed under State statute Ch 145 for plumbing and SPS 305.41 for electrical work.
- 8) The construction which shall require a building permit includes, but is not limited to:
  - a) New 1 & 2 family dwellings and commercial buildings including detached structures (decks)



- and detached accessory buildings over 500 square feet.
- b) Additions that increase the physical dimensions of the building including decks.
  - c) Alterations to the building structure, cost shall include market labor value, or alterations to the building's heating, electrical, or plumbing systems.
  - d) Any electrical wiring for new construction or remodeling.
  - e) Any HVAC for new construction or remodeling.
  - f) Any plumbing for new construction or remodeling.
  - g) Any new or re-wired electrical service to include service connections for generators, solar and wind systems.
  - h) Demolition of one and two family dwellings, accessory buildings and commercial buildings.
- 9) The following construction activities shall not require a building permit:
- a) Agricultural Buildings.
  - b) Residential swimming Pools.
  - c) Re-siding, re-roofing and finishing of interior surfaces, installation of cabinetry, and repairs which are deemed minor by the Building Inspector. Notwithstanding this section, however, a permit accompanied by structural load-bearing calculations shall be required for re-roofing a building if the proposed re-roofing would constitute a third or more layer of roofing.
  - d) Replacement of major building equipment including furnaces, and central air conditioners, water heaters and any other major piece of equipment. Except where Commercial State plan approvals are required per SPS 361.30.
  - e) Normal repairs of HVAC, plumbing and electrical equipment or systems such as replacing switches, receptacles, dimmers and fixtures.

#### 1.10 Occupancy Permit

1) If the Building Inspector, after completing all required inspections, finds that a building has been constructed in accordance with the applicable codes, then the Inspector shall issue an occupancy permit. If the building fails to comply with the code in minor respects which do not threaten the safety, health or welfare of the building's occupants, the Building Inspector may issue a temporary occupancy permit for 30 days or a specified term. No person may have occupancy of a building until an occupancy permit is issued.

#### 1.11 Razing and Demolition

1) Demolition Permit Required. No person, firm or entity may cause the demolition of any structure or part of a structure greater than 750 square feet in area without having first applied for and obtained a demolition permit from the Town Board or Building Inspector. No person, firm or entity may undertake any steps to demolish the structure prior to receiving a permit.

2) Application. An application for a permit to demolish all or part of a building shall include the following information:

- a. The name and address of the owner of the building on date of application and, if different, on date of demolition;
- b. The name, address and telephone number of the contractor(s) performing the

demolition work;

c. The date upon which demolition is to commence;

d. The date by which demolition shall be complete;

e. A list of all hazardous waste and hazardous and toxic substances (as defined by Sec. NR 706, Wisconsin Administrative Code as amended from time to time) contained in the building, a statement as to whether the building contains asbestos (as defined by Sec. NR 445, Wisconsin Administrative Code), and a detailed description of the method to be used in removing, transporting and disposing of any hazardous waste, hazardous and toxic substances, and asbestos;

f. A detailed description of how and where the waste materials resulting from the demolition will be transported and disposed of (including the description of the route to be used by trucks in hauling the waste);

g. A description of the method of demolition to be used; and

h. A description in detail of all methods to be used to prevent water runoff and soil erosion from the site to neighboring properties and to prevent releasing unreasonable amounts of dust from the site;

i. Along with the application for permit for demolition, the applicant shall present a release from all utilities serving the property, state that their respective served connections and appurtenant equipment such as meters and regulators have been removed or sealed and plugged in a safe manner.

3) **Demolition.** The demolition shall be conducted in a manner that is safe and that does not adversely affect the environment.

4) **Clearing and Leveling the Site.**

a) The site of any demolition shall be properly cleared of debris, rubbish and pavement and shall be properly graded and leveled. When so graded and leveled, the site shall be seeded, sodded or treated in some other manner acceptable to the Building Inspector so as to prevent blowing dust, dirt, or sand. Excavations remaining after demolition shall be filled, graded and leveled off, not later than 30 consecutive days after demolition is completed.

b) Excavations from demolished buildings or structures shall not be filled with any materials subject to deterioration except as allowed by the WDNR. The Building Inspector, upon notification by the permit holder, the owner or his agent, in writing and upon forms provided by the Building Inspector for that purpose, shall within 24 hours inspect each excavation or part thereof, before filling any excavation.

c) It shall be unlawful to fill any such excavation without inspection and approval of the Building Inspector. Voids in filled excavation shall not be permitted. Basement or crawl space floors shall be broken into no larger than 4 ft. x 4 ft. pieces to allow storm and ground water to pass through.

- 5) **Removal and Disposal.** Removal, transportation and disposal of all hazardous waste, hazardous and toxic substances, and asbestos shall be conducted in compliance with all applicable state, federal and local statutes, ordinances and regulations. The permit holder shall give the Building Inspector 72 hours written notice prior to any removal, transportation or disposal of hazardous waste, hazardous and toxic substances, and asbestos.
- 6) **Stop Work Order.** The Building Inspector may issue a stop work order for a demolition project to prevent further non-complying work. No person, firm or entity that receives such a stop work order may contest the validity of the same by requesting a hearing before the municipality. The municipality shall hear the appeal within seven days. The municipality shall affirm the stop work order unless the owner or contractor shows that the Building Inspector erred in issuing the stop work order.
- 7) **Fees.** At the time of application for a demolition permit is filed, the applicant shall pay the fee established by the Municipality and any other fees specifically designated by State Statute or other Town ordinance or as amended from time to time.
- 8) **Disclaimer and Non-Liability for Damages.** This ordinance shall not be construed as an assumption of liability by the municipality or the Building Inspector for damages because of injuries sustained or property destroyed by the demolition project.
- 9) Razing orders issued by the Town of any building or structures shall follow the procedures set forth by Wisconsin State Statutes Section 66.0413.

#### 1.12 Fees

At the time of building permit application issuance, the applicant shall pay fees as established periodically by the Municipality. If work commences prior to permit issuance, the permit fee shall double.

#### 1.13 Stop Work Order

The Building Inspector may issue a stop work order for a project to prevent further non-complying work. No person, firm or entity may continue a construction project after a stop work order has been issued. The person, firm or entity that receives such a stop work order may contest the validity of the same by requesting a hearing before the municipality. The municipality shall hear the appeal within seven days. The municipality shall affirm the stop work order unless the owner or contractor shows that the Building Inspector erred in determining that the construction project violated a provision or provisions of the State building codes.

#### 1.14 Variance

The Town Board shall hear requests for variances from the building code to the extent the Town Board has authority to hear and grant variances. The Town Board shall approve, conditionally approve, or deny a requested variance. The municipality may grant a variance from a code requirement only if the variance is permitted by state law and if the performance of the proposed variance is equal to or greater

than the code requires.

#### 1.15 Appeals.

Any person feeling aggrieved by an order of the Building Inspector may, within 20 days thereafter, appeal such order to the Town Board. The municipality will follow procedures explained on Wisconsin Statutes Chapter 68, to arrive at a final determination. Final determinations may be reviewed as explained in Wisconsin Administrative Rules SPS 320.21.

#### 1.16 Violations and Penalties

- 1) Prohibition. No person, entity, or firm may construct, remodel, demolish or repair any building in a manner which violates any provision or provisions of this ordinance.
- 2) Every person, firm or entity which violates this code shall, upon conviction, forfeit not less than \$25.00 nor more than \$1,000.00 for each day of non-compliance, together with the costs of prosecution.
- 3) Violations discovered by the Building Inspector shall be corrected within 30 days, or more if allowed by the Inspector, after written notice is given. Violations involving life safety issues shall be corrected in a reasonable time frame established by the Building Inspector.
- 4) Compliance with the requirements of this ordinance is necessary to promote the safety, health and well-being of the community and the owners, occupants and frequenters of buildings. Therefore, violations of this ordinance shall constitute a public nuisance that may be enjoined in a civil action.

#### 1.17 Disclaimer and Non-Liability for Damages.

This ordinance shall not be construed as an assumption of liability by the municipality or the Building Inspector for damages because of injuries sustained or property destroyed by any defect in any dwelling or equipment.

#### 1.18 Severability

If any section or portion thereof shall be declared by a court of competent jurisdiction to be invalid, Unlawful or unenforceable, such decision shall apply only to the specific section or portion thereof directly specified in the decision, and shall not affect the validity of any other provisions, sections or portions thereof of this ordinance. The remainder of this ordinance shall remain in full force and effect. Any other ordinances whose terms are in conflict with the provisions of this ordinance are hereby repealed as to those terms that conflict.

This building and mechanical code revision will become effective upon passage and publication as provided by law.

Adopted by the Town Board this 23 day of October.

Town of Jacksonport

Chairperson Randy Halstead  
Randy Halstead

Supervisor Tim Bley  
Tim Bley

Supervisor Tom Wilson  
Tom Wilson

Attest Town Clerk Theresa Cain-Bieri Date 10/23/18  
Theresa Cain-Bieri