



**Building Permit Application
for Roofing, Decks, Windows**
Applicant to complete all items in **Sections I, II, and III**

City of Jackson
161 W. Michigan Avenue
Jackson, MI 49201
(517) 788-4012
www.cityofjackson.org

2015 Michigan Building / 2015 Michigan Residential Code
2015 Michigan Rehabilitation Code

Authority: 1972 PA 230

I. Project Information

Job Location Address		
Name of City and County in which job is located City of Jackson, County of Jackson		Cross Streets _____ and _____
Zoning District: _____	Number of Units: _____	Property Use: _____

II. Identification

A. Owner or Lessee

Name		Address	
City	State	ZIP Code	Telephone Number (include area code)

B. Contractor

Name		Address	
City	State	ZIP Code	Telephone Number (include area code)
Builders License Number	Expiration Date	Cell Phone Number (include area code)	
Federal Employer ID Number (or reason for exemption)		E-mail address	
Workers Compensation Insurance Carrier (or reason for exemption)		MESC Employer Number (or reason for exemption)	

III. Type of Improvement, Description and Fee

- Commercial
 Residential

A. Type of Improvement

1. <input type="checkbox"/> Roofing – strip & reroof	\$150.00		
2. <input type="checkbox"/> Decks (include drawing)	\$160.00	Estimated Construction Value:	\$ _____
3. <input type="checkbox"/> Replacement Windows	\$100.00		
4. <input type="checkbox"/> Disapproved/Additional Inspections	\$ 55.00		
5. <input type="checkbox"/> Request to Extend Permit	\$ 50.00	Estimated Square Footage:	_____
6. <input type="checkbox"/> Investigation Fee	\$110.00		
			Permit Fee: \$ _____

B. Description of Where Roofing/Siding/Window(s) are Being Installed or The Deck is Being Built

IV. Applicant Signature

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his/her authorized agent, and we agree to conform to all applicable laws of the State of Michigan. All information submitted on this application is accurate to the best of my knowledge.

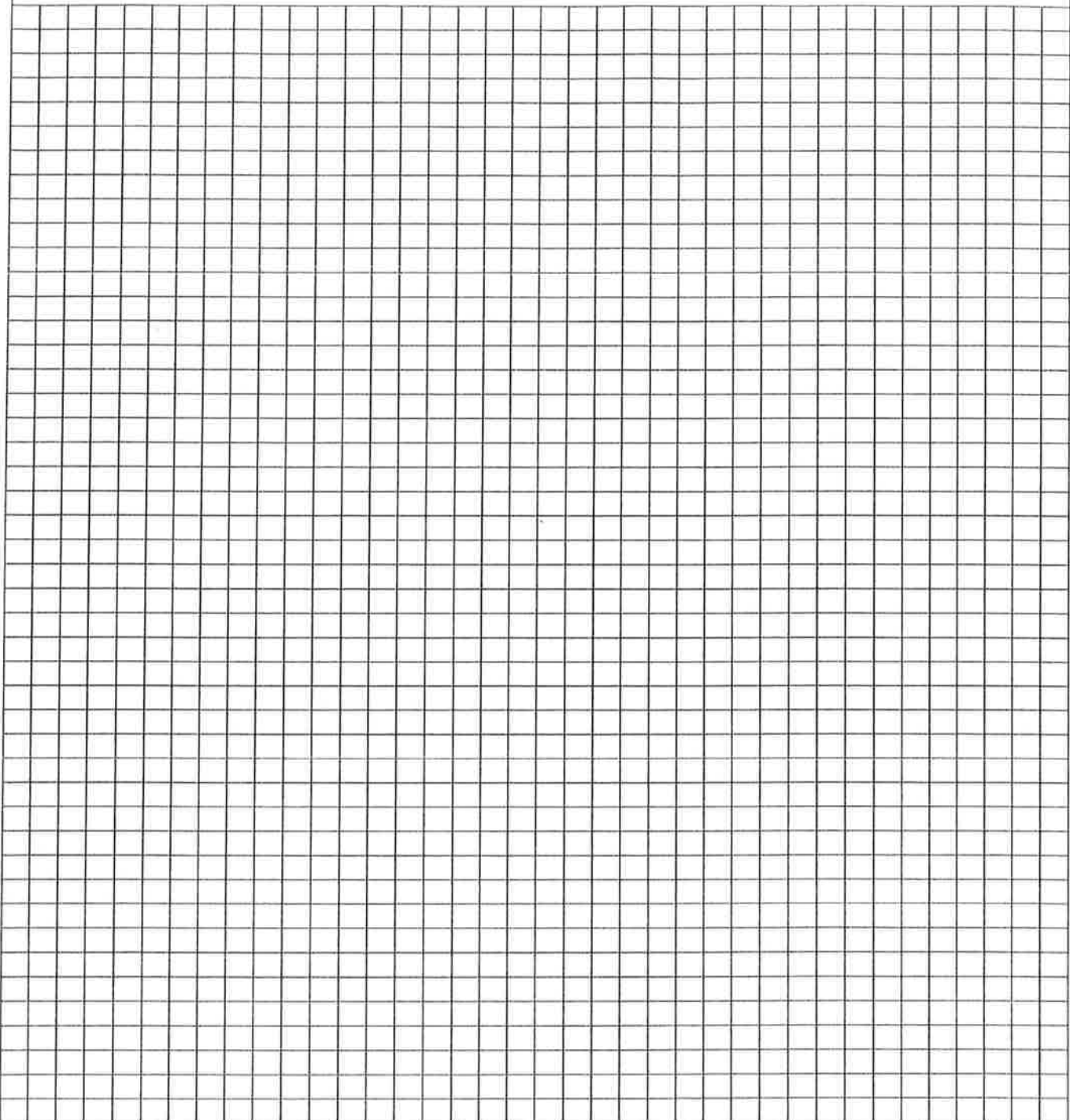
Section 23a of the state construction code act of 1972, 1972 PA 230, MCL 125.1523A, prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are to perform work on a residential building or a residential structure. Violators of Section 23a are subjected to civil fines.

Signature of Applicant _____ **Date** _____

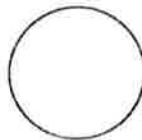
Property in Historic District: <input type="checkbox"/> Yes <input type="checkbox"/> No	HDC Approval: <input type="checkbox"/> Yes <input type="checkbox"/> No
	Approval letter attached: <input type="checkbox"/> Yes <input type="checkbox"/> No

Approved by: _____ **Date** _____
Chief Building Official

Site or Plot Plan for Applicant Use for Deck



Indicate direction of North within the circle:



A building permit will not be issued unless all set-back dimensions are shown on this drawing.

Required information to be provided with all building permit applications

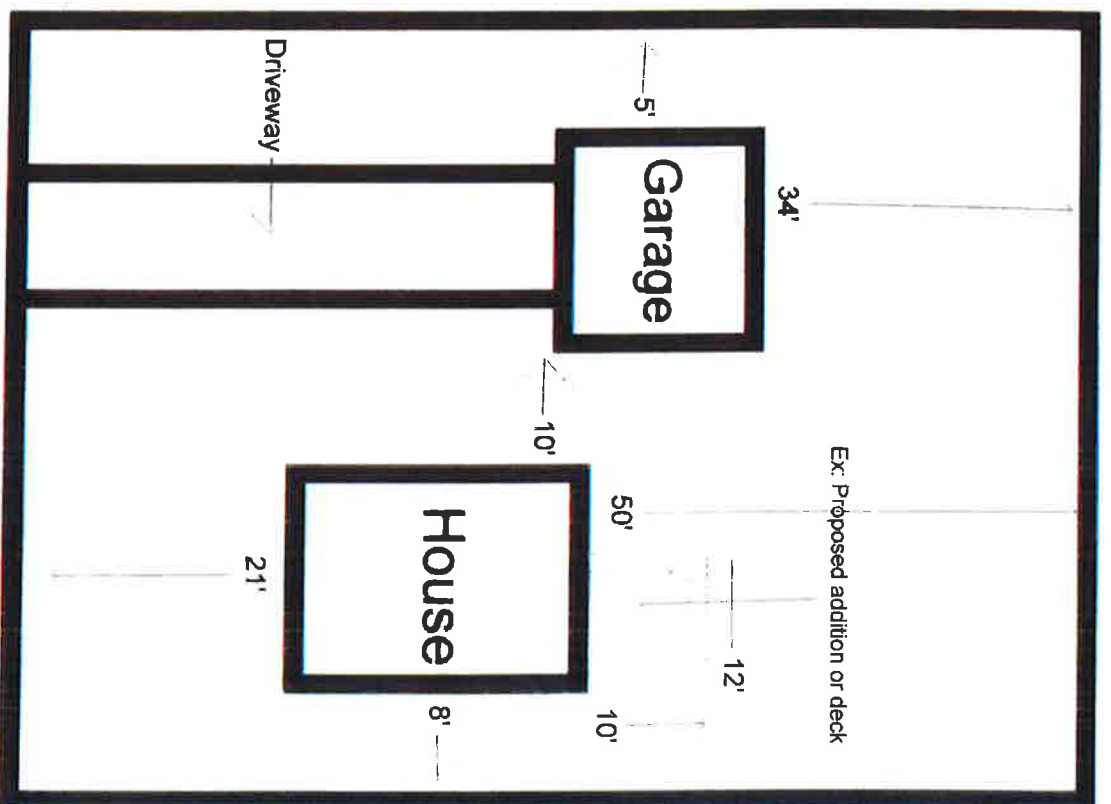
Review of permit applications will **NOT** be performed without the following listed information

- **For projects involving new construction, additions, decks, garages, pools, or expansion of any structures on site**
 - Site plan to show property dimensions and location of all structures on site. Include setbacks between structures and to all property lines. Then provide location of proposed addition or structure and list setbacks to all adjacent property lines. See sample site plan on back page of this handout as example.

- **For projects involving interior or exterior renovations consisting of removing/relocating walls or elements of the structure, additions, garages, lean too, roof framing, stairway installations or any project requiring framing work (bearing or non-load bearing)**
 - Framing plan to address all applicable information
 - Size of project
 - Foundation details
 - Floor plans
 - Floor/wall/framing details
 - Insulation

- **For all interior or exterior renovations not requiring relocation or removal of walls or framing elements include project detail summary of all work proposed.** Ex: Removal of interior lath/plaster to allow for new insulation, wiring, HVAC / Fire damage repairs etc.

Sample Site Plan



Street Name

Application Guidelines

1. Complete all applicable information in each section. The application must be signed and dated by the applicant. Provide a Project Contact Name and phone number on the bottom of the page.
2. Permits must be posted in a conspicuous, visible location.
3. An applicant must request an inspection as far in advance as possible but no less than 24 hours before the inspection is needed. Inspections will be conducted as soon as reasonably possible (see Inspection Guidelines below).

Permit Guidelines

1. **Homeowner Permit:** A permit will be issued to the owner of a home that they occupy or are about to occupy or of a rental unit that they own.
2. **Building Permit:** A permit will be issued to registered building contractors.
3. **Contractors or homeowners who begin work before receiving a written permit** may pay a \$110.00 investigation fee or will be issued a "Violation and Notice of Hearing" to appear before the Administrative Hearings Bureau. Violations of permitting laws are subject to fines of up to \$500.00 per occurrence and costs incurred.
4. **Fraudulent applications will result in the revocation of associated permit.** The applicant and individual(s) performing roofing or siding work fraudulently will be issued a "Violation and Notice of Hearing" to appear before the Administrative Hearings Bureau. Violations of permitting laws are subject to fines of up to \$500.00 per occurrence and costs incurred.

Inspection Guidelines

1. **Roofing:** Two inspections are required for roofing permits: 1) when decking, ice protection and underlayment is installed; and 2) when complete. **If decking, ice protection and underlayment is concealed before inspection, the person responsible for concealing the decking, ice protection and underlayment shall be responsible for all costs resulting from uncovering and replacing the covering material.**
2. **Siding:** Two inspections are required for siding permits: 1) when weather resistive sheathing paper is installed; and 2) when siding is installed and complete. **If weather resistive sheathing paper is concealed before inspection, the person responsible for concealing the weather resistive sheathing paper shall be responsible for all costs resulting from uncovering and replacing the covering material.**
3. **Decks:** Two inspections are required for deck permits: 1) footings; and 2) when complete. **If footings are concealed before inspection, the person responsible for concealing the footings shall be responsible for all costs resulting from uncovering and replacing decking material.**

Fee Guidelines

1. Permit fees must be paid in full before a permit is issued.
2. Permits are non-transferable.
3. Permit fees are non-refundable after work begins.
4. Re-inspections of **disapproved inspections** will be charged a "Disapproved/Additional Inspection" fee and must be paid before reinspection.
5. Expired permits may be extended. Applicants must complete a "Request to Extend A Permit" form and pay a \$50.00 fee to extend a permit.
6. The permit applicant upon request, may be permitted to pay the \$110.00 investigation fee one time per State Licensing cycle, in lieu of an Administrative Hearings Bureau Notice To Appear, for all work that is started before securing a permit provided the required permit is secured by 5:00 pm on the next business day following the date of the Notice and Order to Appear.