



Building Permit Application

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

for Roofing, Siding, Decks
Applicant to complete all items in **Sections I, II, and III**
2006 Michigan Building Code
2006 Michigan Residential 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 _____ |

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 | \$100.00 | Estimated Construction Value: \$ _____ |
| 2. <input type="checkbox"/> Siding | \$100.00 | |
| 3. <input type="checkbox"/> Decks (include drawing) | \$100.00 | Estimated Square Footage: _____ |
| 4. Failed/Additional Inspections | \$ 50.00 | |
| 5. Reinstatement Fee | \$ 15.00 | |
| Permit Fee: \$ _____ | | |

****New permits will not be issued to applicants with outstanding permit fees**

B. Description of Where Roofing/Siding is Taking Place or 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** _____

Approved by (decks only): _____ **Date** _____
Chief Building Official

The City of Jackson will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability or political beliefs. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities act, you may make your needs known to this agency.

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. Re-inspections of **failed inspections** will be charged a "Failed/Additional Inspection" fee and must be paid before reinspection.

Note: New permits will not be issued to applicants with outstanding permit fees.

4. Permit fees are non-refundable after work has been started.
5. Permits are non-transferable.
6. Closed permits may be reinstated one time only. Applicants must provide a written request and pay the "Reinstatement Fee."
7. Permits must be posted in a conspicuous, visible location.
8. 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** 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. Re-inspections of **failed inspections** will be charged a "Failed/Additional Inspection" fee and must be paid before reinspection.
2. **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.**
3. **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.**
4. **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. New permits will not be issued to applicants with outstanding permit fees.
3. Re-inspections of **failed inspections** will be charged a "Failed/Additional Inspection" fee and must be paid before reinspection.
4. Permit fees are non-refundable after work begins.