



Building Permit Application

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

Applicant to complete all items in **Sections I, II, III, IV, V and VI**
Note: Separate Applications must be completed for
Plumbing, Mechanical, and Electrical Work Permits
2021 Michigan Building Code / 2015 Michigan Residential Code
2021 Michigan Rehabilitation Code

I. Project Information

Authority: 1972 PA 230

Project Name		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. Architect or Engineer

Name		Address		City
State	ZIP Code	Email address		Telephone Number (include area code)
License Number		Expiration Date		Cell Phone Number (include area code)

C. Contractor (if Homeowner is doing the construction, enter "Homeowner" in the contractor information space)

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 and Plan Review

A. Type of Improvement

1. <input type="checkbox"/> New Building	3. <input type="checkbox"/> Alteration	5. <input type="checkbox"/> Demolition	7. <input type="checkbox"/> Foundation Only	9. <input type="checkbox"/> Relocation
2. <input type="checkbox"/> Addition	4. <input type="checkbox"/> Repair	6. <input type="checkbox"/> Mobile Home Set-Up	8. <input type="checkbox"/> Pre-manufacture	10. <input type="checkbox"/> Special Inspection

B. Plan Review Required

Plans must be submitted with an Application for Plan Examination and the appropriate fee before a permit can be issued, except as listed below.

Plans are not required for alterations and repair work determined by the building official to be of a minor nature.

Plans and specifications are required for all other building types and shall be prepared by or under the direct supervision of an architect or engineer licensed pursuant to 1980 PA 299 and shall bear that architect's or engineer's seal and signature.

Plan Review Submission No. _____

C. Description/Scope of Project

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IV. Proposed Use of Building

A. Residential

1. <input type="checkbox"/> One Family	3. <input type="checkbox"/> Hotel, Motel No. of Units _____	5. <input type="checkbox"/> Detached Garage
2. <input type="checkbox"/> Two or More Family No. of Units _____	4. <input type="checkbox"/> Attached Garage	6. <input type="checkbox"/> Other _____

B. Non-Residential

7. <input type="checkbox"/> Amusement	11. <input type="checkbox"/> Service Station	15. <input type="checkbox"/> School, Library, Educational
8. <input type="checkbox"/> Church, Religion	12. <input type="checkbox"/> Hospital, Institutional	16. <input type="checkbox"/> Store, Mercantile
9. <input type="checkbox"/> Industrial	13. <input type="checkbox"/> Office, Bank, Professional	17. <input type="checkbox"/> Tanks, Towers
10. <input type="checkbox"/> Parking Garage	14. <input type="checkbox"/> Public Utility	18. <input type="checkbox"/> Other _____

Non-Residential – Describe in detail proposed use of building, e.g. food processing plant, machine shop, laundry building at hospital, elementary school, secondary school, college, parochial school, parking garage for department store, rental office building, office building at industrial plant. If use of existing building is being changed, enter proposed use.

V. Selected Characteristics of Building and Fees

A. Principal Type of Frame

1. Masonry, Wall Bearing 2. Wood Frame 3. Structural Steel 4. Reinforced Concrete 5. Other _____

B. Principal Type of Heating Fuel

6. Gas 7. Oil 8. Electricity 9. Coal 10. Other _____

C. Type of Sewage Disposal

11. Public or Private Company 12. Septic System

D. Type of Water Supply

13. Public or Private Company 14. Private Well or Cistern

E. Type of Mechanical

15. Will there be air conditioning? Yes No 16. Will there be fire suppression? Yes No

F. Number of Off Street Parking Spaces

22. Enclosed _____ 23. Outdoors _____

G. Dimensions/Data

	Existing	Alterations	New
17. Number of Stories _____			
18. Use Group _____			
19. Construction Type _____			
20. No. of Occupants _____			
21. Floor Area:			
Basement _____			
1 st & 2 nd Floor _____			
3 rd – 10 th Floor _____			
11 th – Above _____			
Total Area _____			

Validation

Type of Construction: _____ Use Group: _____ Square Feet: _____

Approval Signature: _____ Date: _____

H. Fees

Contractor's Estimated Construction Value: _____
 Spread Sheet Estimated Construction Value: _____
 Calculated Permit Fee: New/Addition _____ Alteration/Misc _____

Disapproved/Additional Fee	\$55.00	1. Application Fee (non-refundable)	\$ 90.00
Request to Extend a Permit	\$50.00	2. Calculated Permit Fee	\$ _____
Investigation Fee	\$110.00	3. Residential Plan Review Fee	\$ _____
		4. Total	\$ _____

VI. Applicant Information

Applicant is responsible for the payment of all fees and charges applicable to this application and must provide the following information.

Name			Address		
City	State	ZIP Code	Email address	Telephone Number (include area code)	
Federal Employer ID Number (or reason for exemption)				Cell Phone Number (include area code)	

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* _____

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.

For Department Use Only

Environmental Control Approvals						
	Required		Approved	Date	Number	By
A – Zoning	<input type="checkbox"/> Yes	<input type="checkbox"/> No				
B – Planning	<input type="checkbox"/> Yes	<input type="checkbox"/> No				
C – Historic District	<input type="checkbox"/> Yes	<input type="checkbox"/> No				
D – Soil Erosion	<input type="checkbox"/> Yes	<input type="checkbox"/> No				
E – Flood Zone	<input type="checkbox"/> Yes	<input type="checkbox"/> No				
F – Water Supply	<input type="checkbox"/> Yes	<input type="checkbox"/> No				
G – Septic System	<input type="checkbox"/> Yes	<input type="checkbox"/> No				
H – Variance Granted	<input type="checkbox"/> Yes	<input type="checkbox"/> No				
I - Other	<input type="checkbox"/> Yes	<input type="checkbox"/> No				

Application Guidelines

1. **Page 1:** Complete all applicable information in each section. Note Section II(c) – if Homeowner is doing the construction, enter “Homeowner” in the contractor information space.
2. **Page 2:** Enter the information as required.
3. **Page 3:** Section VI of the application must be completed by the permit applicant and **signed**.
4. Permit fees are non-refundable after construction work has been started.
5. Permits are non-transferable.
6. Building permits must be posted in a conspicuous, visible location.
7. 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).

Requirements for Obtaining Building Permits

1. Residential Structures:

(One- and Two-Family Residential with *less than* 3,500 square feet of calculated floor area)

- Building Permit Application
- One (1) set of plans that include the following:
 - Foundation and floor plans
 - Roof and wall section
 - Building elevations
 - Site plan

2. Commercial Structures:

(Including One- and Two-Family Residential with *more than* 3,500 square feet of calculated floor area)

- Building Permit Application
- Submit Application for Plan Review. Plan review must be approved prior to a building permit being issued.

3. Mobile and Pre-Manufactured Homes:

- Building Permit Application
- Once (1) set of plans for the foundation and the method of anchoring the unit to the foundation
- Site plan
- For Michigan approved pre-manufactured units: one (1) copy of the Building System Approval and the approved plans

4. **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.

Inspection Guidelines

1. Foundation Inspection:

- Footing Inspection – prior to placing concrete in piers, trenches or formwork
- Backfill Inspection – prior to backfill and after the footings, walls, waterproofing, and drain tile are inspected and approved

2. **Rough Inspection:** A rough inspection must be conducted and approved before insulation or covering is installed. **If work is concealed before inspection, the person responsible for concealing the work shall be responsible for all costs resulting from uncovering and replacing the covering material.**

3. **Final Inspection:** The final inspection will be made upon completion of the building or structure, and before occupancy occurs. Final electrical, mechanical and plumbing inspections must be approved before a final building inspection will be conducted.

4. **Certificate of Occupancy:** A new building or a building that is altered shall not be used or occupied until a Certificate of Occupancy is issued by the code official. The permit holder or their authorized agent must request a Certificate of Occupancy upon the completion of the project. This request may be verbal, however, it is recommended that a written request be sent in, which includes the building, electrical, mechanical, and plumbing permit numbers. A Certificate of Occupancy will not be issued until all fees are paid, permits are finalized, and the work covered by a building permit has been completed in accordance with the permit, the code, and other applicable laws and ordinances.

Fee Guidelines

1. You will need to furnish the following information when calling:
 - Total square footage of the structure
 - Use Group (i.e., "R-3" use group for single family homes, "U" use group for detached garages, pole barns, etc.)
 - Type of Construction (i.e., "5B" for wood frame construction)

Note: Permit fees subject to validation of Use Group and Type of Construction by Chief Building Official
2. Permit fees must be paid in full before a permit is issued.
3. Permit fees are non-refundable after work begins.
4. Application fees are non-refundable.
5. 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.
6. 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.
7. Residential Plan Review fees – New Construction - \$35.00; Alteration/Renovation - \$25.00; Garages - \$15.00.