



# Fence Permit Application

## for Zoning Compliance

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

Owner: _____	Contractor: _____
Address: _____	Address: _____
Phone: _____	Phone: _____
Fence Location (address): _____	Zoning Dist: _____

Disapproved/Additional Inspection	\$ 55.00	Permit Fee	\$75.00
Permit Extension	\$ 50.00		
Investigation Fee	\$110.00		

Lot Type:  Interior  Corner  Key

Fence Description:  Decorative  Chain Link  Wood  Vinyl  Other \_\_\_\_\_

Fence Heights:      Front Yard: \_\_\_ ft      Rear Yard: \_\_\_ ft  
                             Left Side Yard: \_\_\_\_\_ ft      Right Side Yard: \_\_\_\_\_ ft

**Remarks: 1) This permit is only valid for the construction of a fence on the property, which is both owned and controlled by the owner listed above. 2) Please provide a picture/pamphlet of the type of fence to be installed.**

**For vinyl, wood stockade and all other types of privacy fencing:**

By checking this box, I, the installer of the fence, acknowledge that finished side of fence shall face the adjacent neighboring property. Failure to follow this requirement shall result in additional inspection fees and the rectification of the improper installation.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Building Official/Zoning Administrator

Approved       Denied

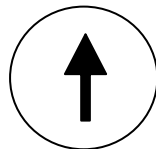
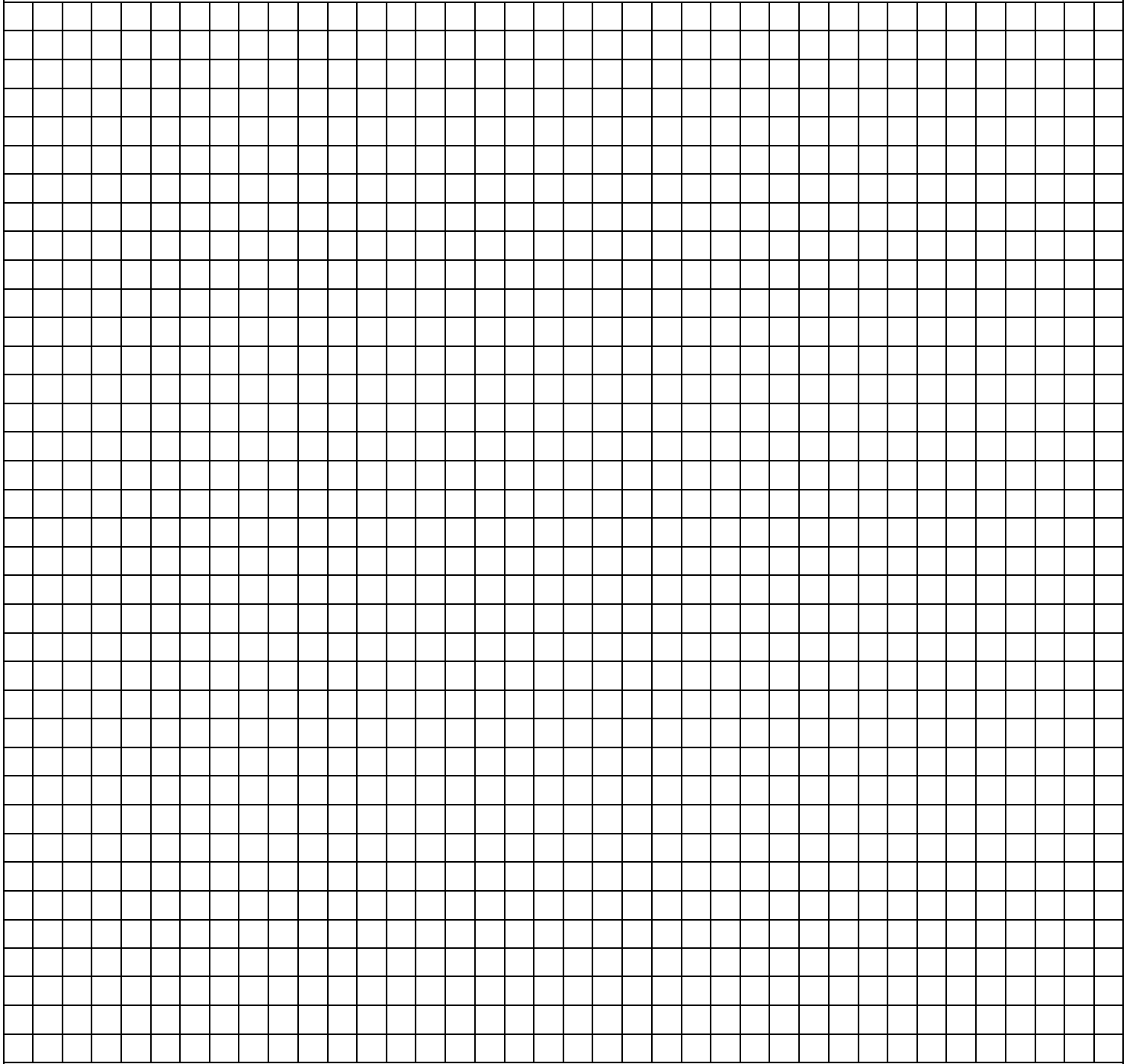
Date: \_\_\_\_\_20\_\_\_\_

Permit No. \_\_\_\_\_

Comments: \_\_\_\_\_  
 \_\_\_\_\_

**Fence Location** (include location of all structures, existing fences, driveway, streets and sidewalks)

**Site or Plot Plan for Applicant Use**



**NORTH**

### Application Guidelines

1. Complete all applicable information in each section. The application must be signed and dated by the applicant. Provide a contact name and phone number in Section I.
2. **Permits must be posted in a conspicuous location, visible from the street.**

### Permit Guidelines

1. A Fence Permit will be issued to all applicants or homeowners.
2. **Individuals 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. 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.

### Fee Guidelines

1. Permit fees must be paid in full before a permit is issued.
2. Application fees are non-refundable.
3. Reinspection of disapproved inspections will be charged a "Disapproved/Additional Inspection" fee and must be paid before reinspection.
4. 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.
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.